

November/December 2015



# DOCTalk

is the employee newsletter for the Maine Department of Corrections (MDOC).

DOCTalk is published 6 times a year: January/February, March/April, May/June, July/August, September/October, and the November/December Year In Review Issue.

## Submission Deadlines

January/February 2016 Issue:  
**Tuesday, March 8, 2016**  
March/April 2016 Issue:  
**Tuesday, May 10, 2016**  
May/June 2016 Issue:  
**Tuesday, July 5, 2016**  
July/August 2016 Issue:  
**Tuesday, September 6, 2016**

Please send submissions and changes to the contributor list to Cheryl Miller in Central Office at [Cheryl.Miller@maine.gov](mailto:Cheryl.Miller@maine.gov)

## Contributors

Our sincere thanks and appreciation to everyone who submitted articles and photos to DOCTalk. Their time and effort contribute significantly in producing a quality publication.

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*Region 1-Adult Community Corrections*

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# From the Commissioner



*Commissioner Dr. Joe Fitzpatrick*

I want to wish everyone a happy and healthy 2016. As we move into the New Year, I'd like to take a moment and reflect on some major accomplishments from last year:

- The consolidating of the juvenile system to one facility at the Long Creek Youth Development Center;
- The repurposing of MVDYDC by doubling our current treatment programming;
- The increasing of Restorative Justice programming in the juvenile community and at LCYDC;
- The ground breaking of the new Women's Pre-Release Center in Windham;
- The implementing of security upgrades at MSP, MCC, MV, LCYDC, & BCF;
- The ongoing success with the ACA audits and the initial success with PREA audits;
- The implementing of the High Risk Security Patrol, which enhanced safety at MSP;
- The continuing programming improvements in the use of restrictive housing; and
- Presenting at the American Probation and Parole Association conference in Los Angeles and other Community Corrections trainings in New England.

We also participated in Wreaths Across America, which was a successful collaboration with the Department of Labor. We as a Department have much to be proud of, thank you to everyone for all your contributions. Keep up the great work you do as we enter into a new exciting year!

Thanks again, Happy New Year....

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**ON THE FRONT COVER** Thanks to Kimberly Luce-Bergman for sharing her photo of Pocasset Lake in Wayne, Maine. Share one of your photos and it might appear in a future issue of DOCTalk. (Email your photos to [Cheryl.Miller@maine.gov](mailto:Cheryl.Miller@maine.gov)).





# 2015 • Year In Review



For two decades, the Maine Department of Corrections (MDOC) has produced a newsletter written by and for MDOC employees. *DOCTalk*, a bi-monthly publication, serves as a means to share news, updates, helpful information, policy or process changes, introduce new hires, and recognize fellow employees/teams for work well done.

This last issue of 2015 serves as the “Year In Review” summarization of the many great accomplishments and improvements made throughout each and every area in Corrections. As one reads through this year-end edition of *DOCTalk* it's evident that MDOC employees take pride in a job well done!

## Adult Community Corrections - Region 1

By Carol Carlow

In 2015 Region 1-Adult:

- Hosted a 12-week program entitled Probation Plus created and orchestrated by its originator Kathy Bouchard. The topics discussed ranged from self discovery to managing stress and proved to be very successful and well received by probationers attending.
- Participated in the Hometown Heroes recognition day on April 11 at Hadlock Field in Portland. A great way to say “Thank You” to all the heroes in law enforcement everywhere.
- To accommodate the growing

number of sex offenders living in Southern Maine, established a now fully functioning early morning treatment group.

- In July participated in Project Hot Spot in collaboration with Mexico Police Department, Oxford SO, MDEA, Franklin SO, Maine State Police and Probation.
- Provided meeting space for Tri-County Mental Health Organization.
- Kudos to all officers who willingly covered extra house checks on a recently released high profile subject.
- New staff added, caseloads reshuffled, readjustment required. A great job done by staff in keeping it all together.

## Adult Community Corrections - Region 2

By Susan Gagnon, RCA

2015 started out with two new staff joining Region 2-A. Probation Officers Rafael Garza and Matthew Kennedy started the Adult Community Corrections Academy on January 5th. They, along with six other colleagues from across the state, spent seven weeks attending classes at the Maine Criminal Justice Academy. Training included the History of the Criminal Justice System, Mission of the Maine Department of Corrections, Basic Pistol Academy and Case Planning. The instruction provided was done by many Field Training Officers, Regional Correctional Managers and

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other subject matter experts within the field of law enforcement.

Additionally, Probation Officer Assistant Shanna Pease transferred to the Wiscasset Office from Region 3. During our annual Staff Outing in July, she and her husband were gracious enough to supply their grill and cook for all of the staff. The staff outing was held at Lake St. George in Liberty and coincided with Probation and Parole Supervision

Week. The theme this year was “A Worldwide Force for Change” and I would say that Region 2-A is a huge part in making a change!

Brent Stroud was promoted during the year to Probation Officer from Probation Officer Assistant. He has been a MDOC employee for many years with both juvenile and adult experience. Working in the Lewiston office is never dull and he has been a welcome fit to the office!

The Field Training Officers from all three regions met over a three-day period to revamp the current Field Training Officer manual and policy. The group met at the Maine Criminal Justice Academy to review the current curriculum, to ensure the schedule made sense in the delivery flow and then to review the policy. The work was difficult at times but resulted in a finished product to

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## Congratulations to the MDOC 2015 Manager and Employee of the Year



*Deputy Warden Mike Tausek (with Maine Governor LePage) received the “MDOC 2015 Manager of the Year” award.*



*Probation Officer Craig Ladd (with Maine Governor LePage) received the “MDOC 2015 Employee of the Year” award.*





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be extremely proud of. The Adult Community Corrections Academy and Field Training Program could not be accomplished without the dedicated FTOs from across the State!

Region 2-A is very proud to announce that Probation Officer Craig Ladd was nominated and received the Department's "2015 Employee of the Year" award (see page 4). The nomination criteria includes: service to the agency, outstanding attitude, work ethic and acts as a role model, career growth and demonstrates the importance of working as part of a team. Without a doubt this exemplifies Craig! He was invited to the Blaine House to receive his award from the Governor and Commissioner Fitzpatrick on December 17, 2015.

I am constantly impressed with the staff in Region 2-A. There have been many things to celebrate within the region and there have been times of sadness. In every occasion, the staff is there for each other. It does not surprise me that they participate in so many outreach programs in the community. Following are some great examples.

Probation Officer Mark Fortin, along with Probation Officer Assistants Michelle Hutchings and Ray French participated in the 31st anniversary of the Maine Law Enforcement Torch Run for Special Olympics. While it was Michelle's and Ray's first Torch Run, it was Mark's 27th year running.

Several staff from the Lewiston and Augusta office took part in a fund raising event for the Greater Androscoggin County Humane Society. In addition to collecting donations of food, litter, supplies and blankets, staff signed up as a team for the Dash for Dogs 5k run.

Probation Officer Kevin Buckmore has been attending Camp POSTCARD (Police Officers Striving to Create and Reinforce Dreams) for many years as a Department of Corrections representative. This is a free, week-long summer camp for 5th and 6th graders, helping them build relationships, learn life skills and change their perceptions of law enforcement. The camp has been held every June since 1994 and is sponsored by the Volunteers of America, the Maine Sheriff's Association and DARE (Drug Abuse Resistance Education).

Probation Officer Assistant Cameron Dufour and Probation Officer Craig Ladd had an idea to create a garden plot that could be used as a graduated sanction and public service work option in the Skowhegan area. The project turned out to be a highly successful community collaborative effort, with local agencies and people donating their time and seedlings for the garden. At the end of the growing season, there was nearly 1,400 pounds of fresh produce donated to St. Anthony's Soup Kitchen, Madison Soup Kitchen and Meals on Wheels in Kennebec and

Somerset County. A quote hanging in the Skowhegan reporting office is a fitting reminder of the project: "Judge each day, not by the harvest you reap, but by the seeds you plant."

During the year, staff from across the region participated in several Operation Hotspots with local law enforcement agencies. What started in the Lewiston area has spread to the Capital City and onward to Somerset County. We couldn't have done this important work without collaboration from the Maine State Police; ATF; MDEA; the Lewiston, Augusta and Skowhegan police departments; as well as numerous county agencies; the Maine State Prison; Maine Warden Service; and the US Marshalls.

October was Domestic Violence Awareness month and Probation Officer Tiffany Simoneau received an award for her work as a Domestic Violence Specialist from Safe Voices. This award was for her work and dedication to victims and offenders.

Joyce Williams has been working tirelessly with Carol Carothers to provide educational options to the client's in the Waterville area. Joyce became a certified instructor from the Cognitive Centre of Canada and is able to deliver Reasoning and Rehabilitation (R&R2). As part of the certification, Joyce is able to train other staff to be able to deliver R&R2. The aim of R&R2 is to teach offenders "how to think, not what to think." If you equip the clients with thinking skills, they will

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make positive pro-social behavioral changes. We look forward to seeing the program be delivered state wide.

Probation Officer Nicole Lenda coordinated an Intoxilyzer training that was held in the Lewiston Probation Office. South Portland Police Officer Kevin Sager offered to train our officers to be Intoxilyzer certified. Newly certified are POs Lenda, Tiffany Simoneau, Robert Omiecinski, Jodie Johnson, Marshall McCamish, Mike Simoneau and Michelle Dubay. This training allows them greater flexibility while working in the field and not needing to rely on other law enforcement agencies when an Intox test is required on their clients.

Probation Officers Tiffany Simoneau, Jodie Johnson, and Marshall McCamish have been participating in the certified Batterer Intervention Program (BIP) standards review being held at Central Office. This on-going process will result in the BIP programs being more effectively and consistently run. Their experience working with domestic violence offenders and the programs that deliver BIP provides important insight to the review.

Probation Officer Assistants Ray French and Michelle Hutchings, along with Probation Officer Jen Choate attended training sponsored by the United States Environmental Protection Agency on "Methamphetamine Lab: First Responders Awareness and Operations Training." This was a two-day class giving these

individuals a complete set of resources that will allow them to share their knowledge with other agencies and staff. Training topics included local and methylphenidate lab trends, production methods, methylphenidate lab hazards, and identification and first responder actions.

Region 2-A staff achieved all of these accomplishments in addition to their regular duties as Probation Officers, Office Associates, Probation Officer Assistants and Regional Correctional Managers. It would be so easy for staff to just do their regular duties, but not the staff in Region 2-Adults. They want to do more, do better, and make a positive impact on their clients, their communities, each other's lives and represent the Department in the most positive, professional manner possible. I feel very fortunate to be part of this region and can't wait to see what 2016 brings.

## Adult Community Corrections - Region 3

*By Patrick Delahanty, RCA*

2105 started off with record snow and cold, the weather however didn't dampen the efforts of the field offices as we welcomed three new officers to the fold. Probation Officers (PO) John Lappin and Jeff Vance began work in Bangor and PO Jenna Spoto began her duties in Houlton. PO Corey Day earned an "Award of Excellence" for his role in the implementation of the SIMS program.

The midyear months saw hiring of Steve Blanchette to the Houlton Office and Lisa Hall to the position of Probation Officer Assistant in the Knox/Waldo Offices.

PO Amy Burnham Garcia began instructing on the SPIN W and POA Amy Richard attended training to begin presenting the Desert Waters program.

RCM Matt Magnusson, and POs Amy Burnham Garcia and Ruth Fethke presented at the APPA conference in Los Angeles, the presentation was rated extremely high by those attending the event.

Region 3-A had their staff appreciation outing at Lemoine with great food provided by all in a spectacular setting, certainly far removed from the cold of winter.

The fall saw additional changes in Region 3-A as RCA Goodwin was promoted to Director of Community Corrections for Adult Services and RCM Delahanty was hired to the position of RCA. Shortly after PO Scott Lewis was hired as RCM for the Bangor Office as RCM Magnusson assumed the same role for Knox, Waldo and Hancock Counties.

In December, POA Adam Pinette was hired as a Probation Officer for Aroostook County, he has worked as a POA for a number of years and was very deserving of this promotion.

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Probation Officers Amy Burnham Garcia and Ruth Fethke have accepted the position of EBP Coordinator and are in the process of entering these new roles as 2016 arrives. Fortunately Officers Mitkus and Dickson as well as Cartier and Lamma are truly dedicated to assuring clients and the communities are safe and will handle the extra duties until new Officers can be hired and trained.

The Administration of Region 3-A feels very fortunate to have such dedicated and committed employees; Laurie Scott and Leah Priest hold the reigns in the Bangor Office ensuring that all runs smoothly. Added to staffing this year was Rhonda Stanley as she is now assisting with the operation in the Ellsworth Office.

Region 3-A is also very appreciative of their Field Training Officers with Officers Burnham Garcia, Cartier, Fethke and Legassie all assuming training responsibilities with the new hires and those instructing in other extremely important matters. PO Sam Payson and David Cyr are firearms instructors, RCM Magnusson and Officers Mitkus, Cartier and Cyr are MARC Instructors. Probation Officer Assistants Patty Stevens and Lisa Hall recently participated in the Duluth training model and will be assisting the institutions with presenting this treatment.

PO Fran Cyr and Amanda Sermersheim were instrumental in providing coverage to both

Aroostook and Washington Counties in the absence of assigned Officers as was PO Spoto as she maintained the Houlton caseload prior to PO Blanchette's arrival. This dedication and commitment has been ongoing through the past few years and is greatly appreciated.

Certainly, given the noted staff shortages previously mentioned, others were asked to assist when vacations needed covering, there were extra caseloads, or investigations needed to be completed. Officers Haislet, Muth, and Quinn have all chipped in throughout the year without hesitation to ensure time off for some or balancing of a required work load. We are all very appreciative of their assistance.

RCA Delahanty and RCMs Jones, Lewis, and Magnusson cannot thank enough the entire Region 3-A staff once again for all they do throughout the year. Wishing everyone the best for a safe and healthy 2016.

## **Bolduc Correctional Facility (BCF)**

### **Substance Abuse**

- CBISA Class- 15 graduates
- Straight Ahead Class- 22 graduates
- Relapse Prevention Class- 24 graduates

### **Vocational Trades**

- 14 graduates

### **Community Service Hours**

- Total of 34,026 hours

### **Work Release Participants Average**

- 94 Prisoners

### **Upgrades**

- The roofs on the administration building and Unit I
- Complete Camera Upgrade at BCF

### **Urine Testing Results**

- 1,215 urine tests given
- 1,145 negative results
- 70 positive results (48 BUP, 9 MDMA, 11 THC, 1 MOP and 1 Spice)

### **Staff Retirements in 2015**

- Case worker Anne Rourke
- Officer Bowen
- Officer Bissonette
- Officer Bonsant

## **Charleston Correctional Facility (CCF)**

*By Dyana White*

Closing out another year at CCF, it has been a good year. Our biggest event was the Wreath Project with DCF (see page 14). They had a last minute labor shortage so CCF sent over 45 prisoners and a staff member to provide supervision to help with cutting and manufacturing of the wreaths for Arlington National Cemetery. It was a long month for prisoners and staff but the team came together and everything got done on time. By all reports the prisoners did an excellent job, everyone was very impressed with the quality of work and the professional manner in which they conducted themselves.

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## Apple and Vegetable Harvest

This year CCF produced 106,040 pounds of apples, approximately 2,700 bushels. We also harvested 2,100 pounds of squash along with many other vegetables.

## Wood Harvesting

The Wood Harvest Program has finished the Peaks Kenny State Park restitution project for this year. We have worked in this park for over 20 years providing them with inmate labor from the vocational program at Charleston Correctional Facility, to cut dead trees, cut into firewood lengths, split, and pile around 22 cords per year. This is a valuable asset not just to the State Park, but the students who are able to bring their newly acquired talents to the public. Officers Alvin Wasson and Joseph Riitano, Jr. managed crews of up to 12 students during this project which produced over 500 hours in December alone to the public restitution projects that Charleston Correctional Facility offers to towns and non-profits around the area.

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## New at CCF Apple Processing

*By Mark McBride, Food Services Manager*

Charleston Correctional Facility (CCF) embarked on a new endeavor this fall, processing the apples from a record harvest at the orchard. As the new Food Service Manager at Charleston Correctional and Mountain View, I worked overnight for a week training six inmates how to safely and efficiently operate the new equipment purchased to process apples into sauce or cut into slices. From the original six inmates that were trained, three were chosen to work as team in a separate room at the back of the kitchen each day. They were able to process approximately 2,500 pounds of fresh applesauce and apple slices for fresh use in desserts from August through December. During this same time period they processed approximately 12,500 pounds of applesauce and slices, which were then vacuum packed, boxed, and frozen for use over the next year. Inmates have enjoyed homemade applesauce, applesauce cake, apple crisp and apple turnovers “like Grandma used to make” all fall, and are looking forward to more throughout the year, thanks to this new machine and freezing process.



*Charleston Correctional Facility acquired two new pieces of equipment to process apples. An apple corer, peeler, slicer produces applesauce and cut apple slices. A vacuum packer/ sealer eliminates the tedious work of individual packing, and preserves the fruit for several years.*

*(Below) Mark McBride, Correctional Food Services Manager, boxes bags of apple slices.*





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## Performance based Standards (PbS)

2015 has proved to be a productive year for PbS at CCF. April showed improvement in many areas increasing efficiency at the facility. October's reports are still being reviewed for improvement planning. Dyana White was sent to the State/Site Coordinator Training in Indianapolis to represent Maine. It was a wonderful experience and so motivating to celebrate the 20th anniversary of PbS and to hear all the stories about struggling facilities making such drastic positive changes for staff, residents and families. The highlight was definitely the winner of the Kids Got Talent contest. A young man with a very trouble past sang and played guitar with his step-father. He was very talented and has an amazing stage presence, definitely an inspiration.

## Community Restitution Projects

This year, for the first time, CCF prisoners helped with the set up at UMO for the Special Olympics. We also helped with the set up and take down for the 2015 American Folk Festival in Bangor.

CCF provided help with the reconstruction the Dover Foxcroft Center Hall for use as a senior center. CCF crews worked in Sebec to repair many grave headstones, winning much thanks from the communities. This is in addition to the large amount of work that our community restitution crews did on grounds to prepare the facility for its ACA Audit. Which we received 100%.

Through November CCF crews gave 9,005 hours of community restitution work, over \$90,000 saved by local communities.

## Classification

*By Scott McCaffery, Director of Classification*

The Maine Correctional Center (MCC) continues to serve as the reception facility for all offenders sentenced to the Maine Department of Corrections for less than 5 years. MCC received an average of 107 prisoners each month, with a total of 1,028 initial classifications conducted on new intakes. Initial classifications were conducted within an average of 14 business days. In 2014 Prisoners were housing in the Multi-Purpose Unit for an average of 53 days. In 2015 that average has dropped to 42 days. While intake numbers continue to be high, prisoners are moving more quickly to an assigned housing unit.

The Maine State Prison (MSP) continues to receive all prisoners that are sentenced to 5 years and a day, or were released as "close custody" within the last three years. MSP received a total of 108 new intakes in 2015.

On May 1st the department moved the time frame for minimum custody from 3 years to 4 years. This policy change permitted prisoners who had less than four years on their sentence, are case plan compliant and free of any disciplinary reports to obtain minimum custody. Approximately 40 prisoners were re-classified and

transitioned to a minimum facility within the first two months of this policy change.

In November 2015, Dr. Patricia Hardyman reviewed her findings on the effectiveness of our Classification Instrument in predicting female offender's institutional behavior. Dr. Hardyman provided us with a modified tool that is being piloted in the Women's Center.

Looking forward the department intends to create a classification manual. This manual will serve to provide consistency within the department by establishing standards and a process for the calculation of good time, proper sentence entry, and legal considerations for all commitments. Classification at the Maine State Prison will be restructured as Assistant Classification Officers transition to the Medium and Close Unit.

## Corrections Service Center

The Corrections Service Center had numerous accomplishments in 2015 including:

- The Corrections Service Center has taken the lead in a state-wide Business Process Management project, headed by Mitch Boynton, to develop a system to streamline external vendor invoice processing making the process electronic in attempts to eliminate the paper shuffle. Release1 of MainePays was ready for deployment at the end of December 2015 and is scheduled

*Continues on page 12.*

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## Correctional Program Practices

*By Ryan Thornell, Director*

In July 2016, Commissioner Fitzpatrick created the Correctional Program Practices area within the department. This area encompasses the non-security/operations functions of the department, including programs and services, case management, reentry, adult education and vocation, victim services, and quality assurance and performance measurement. The focus of this area is to provide the necessary leadership, resources, training and support, and coaching to those divisions mentioned. Since mid-year, we have collaborated with facility staff and administration to tackle many challenges and changes across the department, and have made significant progress working to implement new strategies and improve upon existing ones.

Some of the initiatives undertaken include:

- Implementing effective case management in all adult facilities – we have begun developing in-depth, subject specific trainings and coaching opportunities for the department's case management staff, including CCTWs and Unit Managers, which will carry into 2016 and subsequent years of training and coaching;
- Establishing the Program Management Committee – this committee includes all facility deputies for programs and services, as well as the Director of Adult Community Corrections and our Behavioral Health Director, and collaborates on a monthly basis to discuss the needs of the department in the areas of programs and services, case management, and reentry, and creates consistency across the department in these areas;
- Doubling the residential treatment capacity of the adult facilities – in helping lead the repurposing of the Mountain View facility, we've been able to create a 65 bed sexual-behavior treatment unit for adult male sex offenders and a 40 bed substance abuse treatment unit for adult male substance abusers, while also maintaining a 40 bed young adult offender

unit; Additionally, a 19 bed assisted living unit was opened for those needing this level of medical care.

- Standardizing programs and services across the adult facilities – we have worked closely with the facility deputies of programs and services to standardize our programming options, focus on evidence-based practices, and ensure adequate training and resources are available to properly deliver core programming to the adult offender population;
  - Partnering with the Department of Labor and Department of Education – we have strengthened our on-going collaborations with DOL and DOE in order to identify and work to implement best practices in our adult education and vocation areas; These partnerships will lead to new strategies and significant improvements across the adult facilities in these areas in 2016;
  - Improving the department's data collection and data extraction capabilities – we have prioritized the department's quality assurance functions and established data quality as the primary function;
  - Creating performance measurement reports for Correctional Program Practices – in the latter months of 2015, we began reporting out key performance measures in the areas of programming, case management, reentry, adult education, and victim services, including performance measure reports from our contracted services providers;
  - Emphasizing the importance of reentry – led by our two reentry case managers, we have created and implemented a reentry resource room and standardized reentry programming group at Maine State Prison and Maine Correctional Center; These initiatives will be expanded to Mountain View and the Women's Center in 2016;
  - Continuing to enhance programming and case
- Continues.*





# 2015 • Year In Review

## Correctional Program Practices continued

management in the Special Management Unit at Maine State Prison – by conducting an analysis of the current operations of the SMU in conjunction with MSP leadership, we have developed enhanced case management processes specific to the SMU, and have identified new programming opportunities to better and more consistently engage SMU inmates inside and outside of their cells;

- Improved, targeted focus on release planning – building on the successes of our two reentry case managers and increasing the use of data, we have been able to provide needed attention to inmates releasing from our facilities, beginning at the 9 months to release point, and establish needed resources and services prior to inmates releasing; this new focus has allowed for improved release planning across the facilities, and it also provides a method of identifying high risk/high profile releases in order to ensure the needed collaborative attention is given to these releases by the various stakeholders in the department;
- Partnering with the University of Cincinnati Corrections Institute – UCCI has partnered with us to conduct research on the sexual-behavior treatment unit at Mountain View in 2016, in order to study the effectiveness of their curriculum Cognitive Behavioral Intervention for Sex Offenders (CBI-SO), which is in use at Mountain View; UCCI will also be delivering training in program evaluation and coaching to departmental and contracted programming staff in 2016;
- Improving collaboration with and standardizing the practices of victim services – by bringing victim services into the Correctional Program Practices area, we have been able to better collaborate with victim services regarding training, policy development, and the use of Family Violence Education – this collaboration has benefited victim services as well as other programming areas, adult education, and quality assurance; We have also been able to standardize the operations of victim

services, create key goals and objectives, and report monthly performance measures regarding the key work done to improve the safety of victims;

- Standardized the vocational rehabilitation referral process – through the ongoing efforts of the case management and reentry staff at the facilities, a standardized process for referrals to the Bureau of Vocational Rehabilitation has been established; This new procedure enables referrals to be made 90 days before an offender's release and for VR counselors to meet with program candidates at the facility; The Bureau of Vocational Rehabilitation has also established a liaison for each facility;
- Vocational program now have eligibility criteria – in a collaborative effort with the vocational teachers at each of the adult facilities, we have established a program eligibility matrix for our vocational programs; This has been provided to all of the case managers, and allows for more targeted, appropriate vocational placements statewide in our vocational schools;
- HiSet testing on site – beginning in 2015, the HiSET is the only test accepted for the High School Equivalency Diploma awarded by the Maine Department of Education; Through collaboration with the facility managers and DOE, the learning centers at each now have HiSET testing on site;

As you can see, in 2015 we collaborated with departmental staff and administration in many significant initiatives across the department, and we have worked closely with the adult facilities and other stakeholders to significantly enhance the work being done in these areas. This is all made possible by the dedication and support of the leadership and staff across department, including those directly impacted by the initiatives outlined above.

In 2016, we have even higher expectations for the collaborative work we'll engage in, as we continue enhancing different initiatives for the department. We look forward to collaborating with all of you to do this.



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for release in January of 2016. The many anticipated benefits of this system include but are not limited to, faster invoice routing and processing times, process and workflow transparency, improved response time for vendor inquiries, decreased time spent photocopying, and a reduction in outgoing mail.

- The Central Office Service Center staff is making it a priority to visit facilities to gain a better understanding of their internal processes and customer needs. Service Center staff at Central Office and MSP worked together to consolidate the TRAVERSE (inventory management system) process which helped streamline the monthly journal process and to standardize industries accounting across the Department.
- Danielle Stewart, an Accounting Assistant Technician at the Maine State Prison (MSP) Business Office was recognized by the MSP Inner Perimeter Security (IPS) team “For outstanding support to the IPS team during several criminal investigations and intel gathering.” The Intel gathering involved watching for suspicious incoming business office transactions, and reporting the information to the IPS Team for further review. We thank you for your commitment and selfless service which contributes greatly to the performance and advancement of the mission of the IPS team.”
- The Service Center staff at the Long Creek Youth Development Center and the Maine Correctional Center have really pulled together all year long to get the job done!
- The Downeast Correctional Facility (DCF) Service Center staff, Olivia Spencer, rose to the occasion managing the influx of prisoners on Work Release associated with the Wreaths Across America project. DCF went from having 40 prisoners on work release to approximately 140. Inmates were moved from DCF to other facilities, those who were work ready were moved to DCF. It was an intense 6 weeks of 6-7 days a week of work, either “tipping” or making wreaths. Inmates paid a record \$53,932.17 in room and board over this six week period.
- The Service Center staff located at Mountain View assisted with the financial aspects of the ACA audits (as does all facility Service Center Staff) for both Mountain View and Charleston Correctional Facility. Both facilities received 100% on their standards. The Service Center welcomes a new Accounting Technician, Amy Guyotte, who was hired in August to replace Linda Pinkham. Linda will be greatly missed and we wish her well in her retirement. In July it was announced that MVDYDC would become an adult facility. That brought about many changes. Both Jackie and Amy have been making adjustments as necessary to accommodate those changes.

## Downeast Correctional Facility

*By Maggie Smith*

### Worcester Wreath/Wreaths Across America Project

Many staff came to work one day in November, not really knowing what that particular day was going to bring. In the half blink of an eye, DCF was immersed in the Worcester Wreath/Wreaths Across America project. (See page 14.) This five-week-long project involved assisting Worcester Wreath/Wreaths Across America, located in Harrington, with everything from prisoners tipping the brush for the wreaths, to actually making the wreaths, to boxing and loading pallets of them on tractor trailers. Not only did the project involve assisting these organizations, it involved staff readjusting their home and work schedules to accommodate the project's schedule with respect to transporting prisoners to and from the various project work sites and staff supervising prisoners at these different sites, day and night, and even weekends. We even had staff from other facilities stay in our local area to assist us with this project as well. It also took reassigning prisoners from other minimum facilities to DCF and reallocating prisoners from DCF programming and positions to work on this project. In all, there were approximately 75 prisoners who participated in the Worcester Wreath/Wreaths Across America project coming from BCF,

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# 2015 • Year In Review

CCF, and DCF. It indeed took a village to take on such a monumental project on short notice, rising to the occasion as we do, ensuring a smooth and successful first season. This is MDOC teamwork at its finest. A huge thank you and job well done goes out to everyone involved!

## Completed Capital Improvement Projects in 2015

- Maintenance crews worked on moving equipment to clear an area for snow removal.
- Drainage and ditching work completed along Base Road.
- A manhole and French drain was dug to improve drainage between Dorm 3 and Recreational Building.
- Furnaces were cleaned.
- A new plow and new sander were mounted and rigged to fleet vehicles.
- New exterior doors were put on in Dorm 1, Dorm 2, Dorm 3, Main Control, and Motorpool

## Work Crews, Shops, and Programs

DCF's work crews performed a total of 24,702 hours of community service from July 2014 to June 2015 for local schools, non-profits, state, county, and municipal agencies. Our work crews are in very high demand which is a testament to the quality of the work completed and how they represent themselves and DCF. We are extremely lucky to have them as part of the DCF team and thank them for all they do for DCF and the community.

Former Welding Instructor Craig Smith and his prisoner crew restored a bronze cannon nicknamed "Napoleon" which was active at Fort O'Brien in Machiasport during the Civil War. Along with restoring the 1,216 pound cannon, they also built a steel mounting base weighing 800 pounds. The project took 40 hours to complete.

JJ Tibbetts, Correctional Trades Instructor, took the reins with the annual production of a variety of wooden toys by prisoners that were donated to the community as part of the 2015 holiday festivities that took place in Machias. Along with many holiday activities for children to participate in, the Lee-Pellon Center in Machias hosted Santa Claus who passed out these toys to the children. We thank the local businesses involved for their various donations to DCF which continue to make it possible for us to produce these wooden toys for this annual event. Thank you to JJ who took on this assignment.

The following employers have hired our prisoners in 2015: By Us Company, Beach Road Lobster, Jaws III Seafood, Lobster Trap, Durkee Lobster Bait, Maine Wild Blueberry Company, Whitney Wreath, and Worcester Wreath.

## Staffing Changes

**2015 Retirements:** Craig Smith-Welding Instructor, Paul Johnson-Correctional Maintenance Mechanic, James "Jimmy" Case-Correctional Officer, and Peter "Pete" Kjenstad-Sergeant.

## DCF Education

*By Ann Grange, Teacher*

2015 was very busy for DCF's school/library. We saw 19 students complete the HiSET requirements to earn a High School Equivalency Diploma. We had 5 students released from Department of Corrections prior to completion of HiSET. These students were given the contact information for the local Adult Education Program in their area.

Machias Adult & Community Education is offered through Axiom Education & Training, located on Water Street, downtown Machias. Axiom Technologies believes that through technology and education they can change the economic status of a region and empower the people with knowledge. We have a good working relationship with Axiom.

The month of November saw education put aside while we all focused on helping Worcester Wreath/Wreaths Across America (see Worcester Wreath/Wreaths Across America Project above).

The new year of 2016 has started and one person has already requested to take classes for HiSET classes. Great beginnings! Happy New Year!

**2015 Promotions:** David Garrison was assigned acting capacity from Operations Sergeant to Assistant Director/Unit Manager, Walter  
*Continues.*

# 2015 • Year In Review

## Wreaths Across America

The Maine Department of Corrections at its finest! Staff along with inmates assisted the Worcester Wreath Co. with this year's Wreaths Across America project to honor fallen veterans in Arlington National Cemetery. For more information about the wreath project see: [http://www.worcesterwreath.com/waa-story\\_ep\\_41.html](http://www.worcesterwreath.com/waa-story_ep_41.html).





# 2015 • Year In Review

## MCC Honor Guard at Arlington



MCC Honor Guard with Maine Senator Angus King (above) and Maine Governor LePage (below) at the U.S.S. Maine Memorial in Arlington National Cemetery, Washington, D.C.



The Maine Correctional Center's (MCC) Honor Guard had the privilege of participating in Wreaths Across America. They assisted in laying numerous wreaths for our fallen service men and women at Arlington Cemetery in Washington, D.C. The Honor Guard expressed what an amazing experience this was for them. They proudly represented MCC and MDOC.



Maine Correctional Center's Honor Guard at the Tomb of the Unknown Soldier at Arlington National Cemetery in Washington, D.C. (left to right) Michael Boyce, Nathan Thayer, Paul Cumming and Jerrad Coffin.





# 2015 • Year In Review

Jessiman was promoted from Correctional Officer to Vocational Trades Instructor for the Welding Program, Allen Devericks was promoted from Correctional Officer to Unit Sergeant, and Jason Mason transferred from Correctional Officer to Correctional Maintenance Mechanic.

## 2015 New Hires

Jeffrey Bishop, Sean Carrier, Spencer Fitzsimmons, and Joel Holmes.

## In Memory

DCF's submission to this issue of *DOCTalk* is dedicated to our co-worker and friend John "Johnny" Reynolds who was tragically lost on October 5, 2015.



*John Reynolds.*

## Health Services

*By Holly Howieson*

The Health Services Division had a very busy and productive 2015.

The Health Services Division at three facilities participated in successful American Correctional Association (ACA) re-accreditation audits. The first was completed in May of 2015 at Mountain View. The second came a month later at Long Creek Youth Development Center and the last was conducted in October at Charleston Correctional Center.

All the Health Services areas which include, medical, dental and mental health at these facilities passed with a 100%!

Our department accomplished the creation and opening of an Assisted Living Unit (ALU) for those prisoners needing increased assistance in their activities of daily living. This unit was opened at Mountain View the end of December, having a capacity to house 19 prisoners. This unit is similar to others in correctional facilities throughout the country as the needs of the frail/elderly prisoner population grow.

Our contractor for Health Services, Correct Care Solutions, held "Skills Fairs" at the various facilities for the nursing staff. This was a time for the nurses to participate in different stations to practice their emergency response skills, clinical and assessment skills and participate in training for continuing education. This was found to be most successful and plans are to continue this on an ongoing basis.

Health Services nursing staff at Charleston, Down East and Bolduc Correctional Facilities participated in the Wreathes Across America project (see page 14) by getting many prisoners cleared, medications packed and ready for transport to Down East! Once they arrived at Down East the nursing staff checked everyone in and ensured their medical care was seamless—a great accomplishment.

## Industries

### Maine State Prison Industries

- Installed a new pellet mill operation at the prison producing 15 to 20 tons of pellets a month. The pellet mill has created a new revenue stream for Industries and created work for three inmates.
- Working on a new web store for purchasing Industries products online in the state of Maine and a short list of items that will be available nationwide. This should be live by Summer 2016.
- Initiated a new Prison Industries Certification Program (PIECP) at MSP for products to be sold through the web store.
- MSP has taken giant steps in manufacturing efficiency utilizing the lessons learned in their LEAN manufacturing training which help make our PIECP program possible.
- MSP Industries did a restoration of the barn doors at the Historic Campbell Barn property.
- The Fryberg fair this year was our most successful and profitable to date!
- The metal shop at MSP built new railings for the Prison store and they are now in place.
- MSP Industries metal shop completed a contract to polish hardware with a local finished hardware company. The project lasted through most of 2015.

*Continues.*



# 2015 • Year In Review



(Above) MSP Industries acquired equipment that turns sawdust into byproduct premium wood pellets. (Below) Industries restored the historic Campbell Barn doors.



- Introduced a computerized payroll and time system which is a scanner system that not only keeps a 100% accurate worker roster of who is in the industries area, but we have just started using it to track the work hours for payroll. The same system is being developed to create a tool checkout /inventory program to computerize and streamline our tool control program.
- For several years Industries has worked with Camp Kieve,

supplying them with bunkbeds, tables, benches, decorative rowing paddles. They continued having us do work again this year, building bunkbeds and some tables.

- MSP Industries has built a number of fireworks pods for a trailer for central Maine Pyrotechnics. It was a joint effort with MSP and BCF. The pods were built at MSP, but due to the size of the trailer it could not be brought in. All the material after it was built, was sent to BCF where their crew finished the project by assembling it all onto the trailer. Since then, Maine Pyrotechnics has contracted us to make 900 more fireworks racks before the upcoming season.

## Maine Correctional Center Industries

- MCC has started a new commercial office furniture program with hopes to sell high end office furniture products throughout the State. They have just completed their first contract.
- MCC re-negotiated their wood prices.
- MCC also re-negotiated prices with our finish supplier to benefit all facilities in their finish purchases.
- Garments

We improved quality and quality control by redesigning the patterns of clothes and how their stitched. This makes them a more durable and better overall looking garment.

Improved turnaround time on orders to the different facilities

by keeping a healthy stock of commonly purchased items.

Reduced waste to an all-time low by changing how the patterns are laid out and cut.

- Women's Correctional Industries  
We purchased two new embroidery machines to improve the quality of work and to expedite orders.
- Upholstery  
Were able to utilize different vendors to help cut cost of products used for furniture and boat cushions.

## Downeast Correctional Industries

- Downeast has re-started their upholstery program.
- The garment shop made and donated duffel bags from left over upholstery fabric to SMRC.
- Sales have increased creating positions for four more inmates.
- Continue with training of inmates with how to sew and construct clothing and how to repair sewing machines—all transferable skills.
- Focused on making kitchen clothing and aprons, pants and shirts. Also introduced sale items of tank tops, purses, duffel bags, overnight bags, backpacks etc.

## Charleston Correctional Facility Industries

- With Tom Sands accepting a new position at the facility, Dan Dugan has been taken over for Tom in Industries. Dan has some

*Continues.*

# 2015 • Year In Review

big shoes to fill, but he has a lot of experience in the field, a great attitude and we are sure he's going to do a great job with industries moving forward.

## IT Operations

- We had our first Classification User Group Meeting in October. There were 10, "Super users" present and all had some great comments and input for the next meetings in 2016. Our hope for these meetings is to be able to bridge our trials and tribulations with experience and education. Fixing, rearranging or adding fields within CORIS to make workloads easier to complete and maintain. We currently have the following User Group Meetings, Juvenile Community and Facility, Adult Community and Facility, and Financial. This is the first User Group that is focused on one particular area, (Classification). In the future, we would like to have more of these groups that are focused on one area so that we can continually enhance CORIS and create a more user friendly program.
- Application upgrades to BARS and CRAS systems, Directory and Juvenile Detention application making use of more current technology and layout improvements.
- Cell phone application - caught up on backlog created by US Cellular and incorporated Verizon call detail records.
- Tools Inventory application - Long Creek now utilizing.
- Changes to BARS system to accommodate breaking out county boarders.
- Created and added a new database to the CorrNet website to view DOC contracts.
- Provided maintenance on over 250 CORRAL reports, including newly created reports and changes to existing reports, including significant work on program enrollment reports and notifications/adult facility case plan analysis reports.
- Three CORIS releases 2/17, 7/15 and 11/3. For 2016, we are going to try and do a small release every two months.
- Added ability to CORIS for POs to track Out of State (OOS) Travel Permits, ICOTS application fees, and Out of State (OOS) Supervision Fees.
- Reduced backlog of CORIS tasks from approximately 449 pending tasks down to approximately 150.
- Added feature to CORIS financials for business office staff to read percent overrides and deductions on savings accounts more efficiently.
- Added an "Address" search functionality to CORIS.
- Made it through both the IE 11 upgrade, and the Windows 7 update.

## Juvenile Community Corrections -Region 1

*By John Coyne, RCA*

January - Diana Duff rescues a baby from an overturned car. RCA John Coyne hits year 25 in DOC career.

February - Region 1-J JCCOs get educated by South Portland SRO Al Giusto in Counter Strike law enforcement self-defense tactics.

March - Former Liquor Enforcement Officer and Super trainer Frank Lyons gives a presentation on curbing underage drinking and detecting fake IDs.

May - Training at Kaplan University. Brook Bowley newest R1-J JCCO. Mike Mack lends John Coyne a chainsaw. Limb removal ensues. Luckily only tree limbs injured.

June - MI training done for MEIRS case managers at Lewiston Refugee & Immigration Center.

July - Jerome Bennett on board as DMC Coordinator. Melissa M. McVane celebrates 10th year in DOC.

September - New SITCON team members receive FBI training on Cape Cod.

October - Region 1-J's Sean O'Keefe and Mike Mack "represent" at New England Council on Crime and Delinquency in Burlington, VT. Three college interns job shadow JCCO Neil MacLennan and RCM Mike Mack and earn credit hours.

November - RCM Mike Mack and JCCO Beth Fawcett run, crunch and push their way up through another

*Continues.*





# 2015 • Year In Review

seven week SEALS Fit cycle, as mentors in this fitness program sponsored by Portland PD.

RCA Coyne participates in JDAI Conference and makes his mark on the city of Austin.

December - Maura Douglass is officially #2 seniority wise among the JCCOs! RCM Joe Hansen hits year 5 in DOC. Melissa MacVane opens her home to our Christmas staff gathering.

## Ongoing

- JCCO Dave Clock continues his work with the Maine Youth Court.
- JCCO Maura Douglass meeting regularly with Portland Center for Restorative Justice and RJIM to promote Restorative Justice principles among JCCOs and the courts.
- CRS Rick Laflamme continues to work with local businesses like Ladawn Stables in Dayton to develop community service opportunities for Long Creek youth.
- Luc Nya continues to be a vital link between DOC and OCFS, helping JCCOs to deal with youth in DHHS custody or who need mental health services.

## Restorative Justice

Restorative Justice is sweeping across York County from Biddeford down to the Berwicks. There is buy in from police departments, DAs, corrections and the community as a whole. There have been some very successful and powerful circles that had an impact on the client as well

as making the victim feeling whole.

## Juvenile Community Review Boards (JCRB)

Old Orchard Beach PD and MDOC implemented the accelerated JCRB Summer Program in OOB and diverted almost 70 cases from ever coming into the system.

## Preventing Substance Abuse

JCCOs Scott McDonald, Stephonne Young, and Deb Reynolds have been participating in monthly meetings at York Hospital. The meetings provide support and resources for enforcement and others to prevent substance abuse. At the monthly meetings police discuss their work in our area to help prevent substance abuse. They broadened the scope and invited us to help with the issue of sharing resources and specifically protocols for how law enforcement helps youth as well as getting youth to the right place related to substance use and abuse. A list of providers and resources are being put together for our use and also for law enforcement to have in case a parent calls asking for help.

## Jump Start Program

Saco Police had eight graduates in 2015 from the [Jump Start Program](#). Jump Start is a mentoring program which pairs first-time nonviolent juvenile offenders or at risk youths with a member of the community to take part in an 8-week decision making skills program.

## York County Collaborative

The Region 1-J York County Collaborative continues to work with

members of the local community to on detention numbers and the correlation with expulsions.

## Outpatient Programing in Sanford

Intensive outpatient substance programing was brought to Sanford thanks to hard work by JCCOs Melanie St. Pierre Carol Large.

## Staff

Janet Fongemie OAH came on board running the office in York County and has done a great job.

York County welcomed Brook Bowley to the office as a JCCO in March.

## Hollis vs. Hinckley

JCCOs were invited by DayOne staff for a Hollis vs. Hinckley basketball game held at the Hollis Elementary School Gym. It was a great time for JCCOs to interact with their supervised youth who are in treatment at the DayOne programs. Both DayOne staff and residents participated in the basketball game and after the game returned to the Hollis Program for a wonderful lunch provided by On the Boarder Mexican Grill and Cantina. Despite the long drive from Hinckley all residents seemed to enjoy the game and fiesta afterwards. It was a great way to end the year.

## Summer Networking

York County had their annual summer cook out inviting the School Resource Officers (SRO) from their region and DAs. It was great food cooked by Dana Fournier and

*Continues.*



# 2015 • Year In Review

Stephonne Young on the grill and some great desserts by Andy Moore.

## Office Space

We had an expansion in the Biddeford office with the addition of new office space.

The York County office was given a tour of the Pepperell Mill Campus building that they occupy and had the opportunity to hear some of the history of the building and tour the old coal fired boiler's and the underground spring and canals that were hand dug.

## Juvenile Community Corrections -Region 2

- After more than 40 years, Kevin Chute retired in October. He will be sadly missed. We did gain Peter Griffin from Region 3 to take Kevin's place.
- JCCO Steve Labonte and Tara Ennis "represent" at New England Council on Crime and Delinquency in Burlington, VT. Steve Labonte is now a board member.
- JCCOs Tara Ennis and Scott Boyington represent SITCON for the region.
- New office space for three JCCOs in the Damariscotta area. This has been a long time in the making. This location will be located on Main Street in Damariscotta easily accessible to all youth and families. There are plans to build a garden in the backyard in the upcoming year.

- Successful first year of the Community Collaborative: identifying barriers that parents and clients may have in the areas of law enforcement, education, and programming. Jay Pennell has worked with several local agencies to have community dinners to educate parents and youth.
- Regional pool cars have been added to the region. Pilot program has been working well to date.
- JJAG will be working with Lewiston Police Department and implementing "Strategies for Youth" (SFY) in the upcoming year. The presentation will give everyone a better idea of the work that Lewiston Police Department and SFY will be collaborating on to help further improve the relationship between law enforcement and the community.
- RCA Sue Smith attended Juvenile Detention Alternatives Initiative (JDAI) conference in Phoenix, Arizona along with Jay Pennell to discuss issues among racial disparity.
- Steve Labonte has been nominated for the annual Giving Voice Award through Tri-County Mental Health Services (TCMHS). The award is given by TCMHS each year to recognize an individual or group of individuals in the community for extraordinary efforts on behalf of our consumers. Maria Pousson from TCMHS nominated Steve and writes: "Steve not only understands the juvenile justice system but consistently goes out of his way to collaborate with

MST team leads and clinicians. Steve recognizes when adolescents need more support and the reason they end up in the juvenile justice system. I have never heard Steve talk negatively about a youth or their family despite the many challenges that they may present with. Steve is always trying to take a collaborative team approach and is truly trying to make the juvenile justice system a rehabilitative one. Every clinician I work with requests to have cases with him due to his high level of skill and expertise."

- RCA Sue Smith along with RCA John Coyne and Associate Commissioner Colin O'Neill attended the National Council of State Governments collaborating on ways to address positive youth outcomes. The purpose of the event was to position key policymakers in each state to develop a plan (or improve upon an existing plan) to reduce recidivism and improve other outcomes for youth in contact with the juvenile justice system. Nearly every state has taken steps to reduce the number of youth committed to juvenile correctional facilities. Incarceration rates of youth have plummeted in recent years, and arrest rates among juveniles have dropped to 30-year lows. These developments deserve to be celebrated. They also beg a key question: have state and local investments in supervision and services for youth in the community and those returning

*Continues.*



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home from juvenile correctional facilities resulted in reduced rates of recidivism and improvements in other youth outcomes?

## Juvenile Community Corrections -Region 3

By Galan Williamson, RCA

- JCCO Darrin Constant, Regional Correctional Administrator Galen Williamson, and Regional Manager Josh Ash were recognized for their commitment to working with [AMHC \(Aroostook Mental Health Services, Inc.\)](#) staff to improve and preserve the health and safety of AMHC's clients. Also recognized were Susan Mingo of Washington County Community College (WCCC), and Marjorie Withers and Charley Martin-Berry of [Community Caring Collaborative \(CCC\)](#). Six members of the Calais Police Department were also recognized for their exemplary work.
- Region 3-J staff including JCCO Warren Brown, JCCO Julie Leavitt, JCCO Denise Deschaine, RCM Josh Ash, RCM Roy Curtis, and RCA Galan Williamson have collaborated with Restorative Justice Initiative, along with several community agencies including Bangor PD, Brewer PD, Shaw House, area school representatives, and City of Bangor, to successfully develop and implement restorative practices for youth referred to Juveniles Services. Currently four RJ facilitators have received training to accept referrals



(Left to right, front row) RCA Galen Williamson (MDCO), CO Darrin Constant (MDOC), Susan Mingo (WCCC), Marjorie Withers (CCC). (Back row) Kevin Sample (AMHC), Greg Disy (AMHC), Josh Grass (AMHC), and Clem Deveau (AMHC).

and several clients have begun reparations to their victims and communities.

- JCCO Julie Bjelko became a Maine Board Member for the New England Council on Crime and Delinquency. The Maine Board will be supporting efforts toward the 2016 NECCD Training Institute in Mystic, CT in October, and looking forward to hosting the 2017 Training Institute here in Maine. If anyone is interested in becoming an NECCD member, or would like to learn more about the organization, conferences, awards and scholarships, etc. they can visit [NECCD.org](#).
- JCCO Kelly Nightingale and DHHS Program Administrator Rebecca Bolstridge have joined forces to create the Greater Houlton Collaborative Board to improve the integration of State agency systems in partnership with local providers. This is

also an opportunity for local stakeholders to network and share resources and information directly benefiting youth residing in Southern Aroostook County.

- Adult and Juvenile Probation Services opened new office space in downtown Houlton, formerly the Maine Revenue Services Office. For years, Probation Services co-located at the Maine State Police Barracks on the outskirts of Houlton. The new office affords Probation Services more office space and easier access for clients living in-town. The landlord did a superb job fitting the space to the operational needs of Probation and we look forward to hosting an Open House in January 2016 with snacks and refreshments.
- Aroostook County Action Program (ACAP) was awarded the Alternatives to Detention Program RFP. The contract calls for a thorough analysis of client's needs,

*Continues.*



# 2015 • Year In Review

community resources available and identify gaps in services that may be contributing to incarceration numbers. After considering the gaps and researching effective correctional programs already working in National Juvenile Detention Alternative Initiative (JDAI) Programs, the goal is to create a rural program by May 2016 that will reduce commitments and shock sentences by 50%.

- JCCO Gary Sanfacon and JCCO Kelly Chartier continue to lead the Aroostook County Tribal Triage (ACTT) aimed at building stronger ties with Native American Communities. The committee is comprised of multiple community providers and representatives from MicMac and Maliseet Tribes. This effort has significantly contributed to participant's increased knowledge and understanding about the rich culture and traditions of Native American people and provides a vital forum for addressing unique challenges Native American youth face today.
- We welcomed two transfers in 2015 to fill vacant positions vacated by Mark Sellinger who retired after 25 years of service with DJS and moved to sunny Florida. JCCO Julie Bjelko transferred from Waterville to Skowhegan to assume Mark's caseload and does a fabulous job with JCCO Russ McMahon covering the Somerset County area. Valerie Norman transferred from Maine Correctional Center to a vacant position in Lincoln

and we are very thankful to have her working with us serving the youth and families of Northern Penobscot County.

- Office Associate II Chris Ross retired after 32 years of dedicated State service, and most notably 28 years in her capacity as OAI in Region 3. She along with her husband, former Sheriff Glen Ross, are enjoying retirement and continue to tackle building projects and landscaping on their gorgeous estate. We had a fun retirement gathering at the Olive Garden with friends, family, co-workers and get to share laughs with Chris from time to time when she drops in for occasional visits.
- Office Associate II Jane Lenentine retired this fall after a full career serving the local school system and more recently over a decade of exemplary service with DJS. Jane was absolutely masterful with anything tied to restitution or supply orders and did a fantastic job for many years in the Houlton area. She was extremely dedicated to doing high quality work and always was willing to help anyone out.

## Juvenile Justice Advisory Group (JJAG)

- Barry Stoodley, Retired Associate Commissioner for Juvenile Services, was re-elected Chair. Ned Chester, Esq. was re-elected Vice-Chair.
- The JJAG moved to a committee structure to more efficiently work for Maine youth:

- Disproportionate Minority Contact
- Youth Engagement
- Training and Education
- Nominating
- Legislative
- Marketing and Outreach
- Systems Improvement

Non-JJAG members are always welcome to join a committee and lend their expertise.

- Membership grew to 28 members, up from 15 at the beginning of the year.
- The JJAG was awarded a OJJDP Title II Formula Grant \$400,194. The Juvenile Accountability Block Grant (JABG) and the Title V Community Delinquency Prevention Grant were not funded by Congress in 2015.
- In April the JJAG brought Karen Williams, MSSW, to Maine to present "Developmental Approach to Reforming Juvenile Justice: Simple Explanations of the Scientific Underpinnings" for staff at both Long Creek and Mountain View Youth Development Centers and to Juvenile Community Corrections Officers, attorneys, Guardians ad litem, victim advocates, school staff, clinical staff and others.
- The national award winning 2015 *Disproportionate Contact: Youth of Color in Maine's Juvenile Justice System* was released and is being used by the JJAG and the Division

*Continues.*



# 2015 • Year In Review

of Juvenile Services “to ensure that all justice-involved youth experience a fair, equitable, and responsive justice system, across race, ethnicity, gender, geography, and offense.”

- JJAG Subgrantees served 1,089 youth in 2015:

- Trekks—experiential mentoring programs to 502 students from the six communities of Regional School Unit #13

- Youthlinks—out of school time asset-building programs for at-risk area middle school students in the Rockland area

- Restorative Justice Institute of Maine—RJ infrastructure building and Community Justice Collaboratives in Oxford Hills, Lewiston, Augusta and Bangor

- Old Orchard Beach Juvenile Community Review Board—to divert juvenile offenders from the formal justice system which balances the needs of the offender, the victim, and the community

- Saco Schools Restorative School Practices—restorative circle and conferences for grades six through 12

- Five Town Communities That Care—Math and Literacy Mentors for middle schoolers in Appleton, Camden, Rockport, Hope, and Lincolnville

- Penquis CAP—Coping and Support Training (CAST), a model program in Dexter and Hampden high schools



*The JJAG team: Nathan Gagnon, Kathryn McGloin, and Jason Carey.*

- Penobscot Boys and Girls Club—strength-based diversion/community service opportunities in then Old Town area

- Muskie School of Public Service—DMC data collection and analysis

- Strategies For Youth—Juvenile Justice Jeopardy Game, assessment of Lewiston PD policies and procedures as they relate to youth, and officer training, Policing the Teen Brain

- Maine was found to be in compliance to the Juvenile Justice and Delinquency Prevention Act

- 142 inspections were completed

- 2 juvenile detention facilities

- 3 state police barracks

- 3 state game warden stations

- 2 university public safety stations

- 1 sheriff substation

- 15 county jails

- 23 district courts

- 93 municipal police departments

- 2 departments were found to have added secure devices since last inspection (Eliot PD, Kennebunkport PD)

- 2 departments removed secure devices to be re-classified (Windham PD, Livermore falls PD)

- 1 police station converted to a sheriff substation (Swan Island PD to Hancock County Sub-Station)

- 2 departments have been de-certified to used their secure holding areas by the MDOC (Presque Isle PD, Van Buren PD)

*Continues.*



# 2015 • Year In Review

- The JJAG took advantage of several learning opportunities

- Coalition for Juvenile Justice Youth Summit, The Time is Now: Creating Change with Young Emerging Leaders

- Models for Change Conference: A Decade of Juvenile Justice Reform

- Lives in the Balance 5th Annual International Summit on Non-Punitive, Non-Adversarial Interventions for At-Risk Kids

- From ACEs to Resilience: Promising Practices for Thriving Communities

- Maine Youth Court Summit

- Coalition for Juvenile Justice, At the Forefront: Emerging Challenges and Solutions to Reforming Juvenile Justice

## Long Creek Youth Development Center

2015 was a productive and challenging year for Long Creek Youth Development Center (LCYDC). The facility successfully passed the American Correctional Association Accreditation with 100% in the mandatory standards and 100% in the non-mandatory standards. Long Creek scored on the Performance Based Standards Survey (PbS) at levels four/three (4/3) in the May and four/four (4/4) in October. The facility also had successful audits with the Bureau of Prisons, U.S. Marshalls, and U.S. Immigration and Customs Enforcement, (I.C.E.). Due to the

closing of the juvenile correctional facility in Charleston, Long Creek Youth Development Center became the only juvenile correctional facility in the State of Maine.

### A.R. Gould School & Education

2015 also brought new and exciting challenges to the A.R. Gould School at LCYDC. Prospective changes to federal legislation will allow for more control at the state and local level, and tremendous potential to develop and enhance educational programming within the school. Working to fulfill these standards, new school administrators Principal Gary Upham and Assistant Principal Deb Young see an opportunity to provide educational programming and curriculums responsive to the student's individual and community needs. The ongoing implementation of Learning Standards within the school curriculum has encouraged effective teaching in the classroom through curriculum assessment and mapping. Transitioning residents from the northern and southern parts of the state into one correctional facility has compelled the school to provide creative and effective educational programming that looks beyond the physical structure of an isolated institution.

In August 2015, the Department of Corrections changed the mission of the Mountain View Youth Development Center, in Charleston Maine and transferred the youth population to Long Creek. Federal grants, (NCLB, and Perkins) provided academic programming along

with new tools for the carpentry program, a new dryer for graphic arts, and prospects for additional catering venues within the culinary program. In addition teachers from the Science and Special Education Departments started a facility-wide recycling program.

The College and Career Center, which transitions residents into college classes, has increased the number of college classes within the school curriculum and offered more choices and requirements to the students. Currently students from the A.R. Gould School enrolled in college classes, also have the opportunity complete vocational training. Thus educational programming that recognizes the transfer of foundation skills to residents from the entire State of Maine has been and will be both an opportunity and challenge to the school administration and staff.

### Project IMPACT

Sherreccia Jackson, the new Educational Coordinator for Project IMPACT (Interactive Model Project for Academic and Correctional Transition), has successfully implemented several positive changes to the program's structure. In 2015 Sherreccia developed the first ever policy and procedures manual that defines program guidelines interactive with the public school system and the incarnated youth at Long Creek. Governed by MSRA 20A §5162, he also formalized the process

*Continues.*





# 2015 • Year In Review

through paper communication to the respective school and created a comprehensive academic and community service packet for each resident in the facility.

Sherreccia's efforts and changes to Project IMPACT have enhanced positive relations with school committees and school boards throughout the state. Instilling values of responsibility and accountability, he has taught Long Creek residents how to advocate for themselves and present their case at re-integration meetings before the prospective school committee or school board. Through his accomplishments to the programing at Project IMPACT, dialogue and coordination between the school official and the JCCO was enhanced once the resident left the facility.

## **Programming**

[Day One's](#) annual celebration and dinner was well attended by several Long Creek residents. Chris Herren, former NBA player for the Boston Celtics was the keynote speaker at the event and a Long Creek resident was the client speaker. In the fall of 2015, members from *Seven Challenges* program conducted a successful on-site visit at Long Creek to assess the impact of it's programming within the facility. Two new therapy groups pertaining to the *Seven Challenges* were added to the Day One program, and throughout this past year residents did not have to wait for substance abuse services. Long Creek residents also had the opportunity to listen to Kathy and

Chris Sullivan (former player for the New England Patriots, and Day One keynote speaker 2014) who spoke to residents about substance abuse and it's impacted upon their life.

Long Creek's clinical staff continues to provide "Risk Reduction", "ART" (Aggression Replace Training) which teaches skills to reduce recidivism, Sexual Behavior Treatment, and Domestic Violence Awareness. Improved communication between CCS and the facility residential units has provided better treatment to the residents and fewer missed resident appointments.

Working with security staff, the medical and mental health staff focused on potential transgender youth to enhance resident safety and emotional support. Opportunity Alliance and Correct Care Solutions (CCS) provided individual and family group work aimed at reducing mental health symptoms and improving resident stability. The Day One staff continues to offer "Prime for Life and Prime Solutions Modalities" within group curriculums to the Long Creek residents, and Maine Inside Out, Community Re-Integration Workers and Wraparound successfully assisted resident transition from the facility and into the community. This year Social Workers and Juvenile Program Managers at Long Creek participated in the Ohio Youth Assessment System Risk Assessment training, "Train the Trainers" in order for the program to become self-sustaining at the facility.

This year the Goodwill staff at Long Creek continued to help residents obtain employment within the community. The Goodwill program also expanded to include a Vista Volunteer and part-time project person to assist with the College and Career Center for High School and Solo youth.

Changes within the security staffing structure produced teams of consistent staff members that provided effective communication throughout the facility. Long Creek residential units; Oak and Pine - continued to offer "Elite" status to residents who are positive leaders, allowing additional privileges to these residents, including wearing their own clothes. The Cedar Unit is the high risk unit in the facility, and continues to focus on working with residents to reduce their risk so they can move to a lower risk unit. The Spruce Unit at Long Creek implemented the new training model "Moving On" which strives to help female residents improve their functioning and reduce risk.

## **Volunteer Program**

The volunteer office continued to provide good food, and good cheer throughout the holidays and year. In December the volunteers sponsored a traditional Muslim dinner for the residents and staff. During the Christmas holiday support from the school, the administration, and the Friends of Long Creek, allowed each unit in the facility to have a holiday dinner for the residents who

*Continues.*

# 2015 • Year In Review

were able to invite approved family members and volunteers. Chaplain Doug Spearman assisted by several residents provided dinner music for the event, and donations from area businesses, churches, civic groups, and community members provided each resident with a bag full of gifts on Christmas morning.

The Volunteer Office staffed by Melanie Cardus and Stephanie Netto organized resident activities throughout the year such as skiing, standup paddleboard, community volunteer work, a music program at Long Creek, and assistance to the Chaplain's office for church services, mentoring, bible study and other spiritual events.

This year the Friends of Long Creek and the Volunteer Office received a \$15,000 grant from the John T. Gorman Foundation for residents in transition.

## Recreation Activities

Recreational opportunities for the students at Long Creek excelled in 2015. We were able to increase the quantity and quality of programs offered throughout the year because of our supportive staff members and volunteers. These people shared their knowledge and expertise in different areas and were willing to get involved with the numerous recreational programs offered. Positive relationships establishing good rapport has proven over and over again to have a huge impact on our students and the overall success of Long Creek and beyond. Some new programs we

were able to add this past year are the Horse & Rider Connection (Horse Therapy) Program, the First Tee Golf program, Boot Camp Sessions, Personal Trainer/Calisthenics Sessions, Adventure-Based Counseling component to the Day One *Seven Challenges* program, Olympic Games, and we were able to host our first varsity basketball round robin at the beginning of the basketball season.

Other enrichment programs we were able to continue include the bass fishing program, a variety of group exercise classes, attending college and professional sporting events, training for and running in various 5K and 10K community road races, and participation with organized sports, such as basketball, soccer, lacrosse, ultimate and golf.

In 2015, Long Creek Youth Development Center and the A.R. Gould School received recognition when our Head Basketball Coach, Chad Sturgis, received the NFHS Maine Coach of the Year and one of our varsity soccer players was nominated by the Western Maine Board of Approved Soccer Officials for their outstanding sportsmanship award. The soccer team was also recognized for making it to the semi-finals in the Southern Maine tournament.

Grants from the Portland Female Charitable Society, Portland Athletic League and US Lacrosse helped support the athletic programs at Long Creek throughout the year as well.

Finally Long Creek's Recreation Department would like to thank everyone who supported the recreation and athletic programs. Great teamwork is what makes these programs successful and it is much appreciated!

## Maine Correctional Center

*By Warden Scott Landry*

I am very proud of what the Maine Correctional Center (MCC) accomplished this year. Some of the items were facility goals that we laid out at the beginning of the year. Others items were challenges we tackled—some planned some not planned—as the year progressed.

- We have successfully implemented a prisoner "pass" system for movement throughout the facility.
- MPU security has been enhanced by the elimination of unescorted movement in the building.
- Key security and accountability has been greatly enhanced by the implementation of the Key Watcher system for off grounds keys.
- Tool control and accountability has improved by creating upgrades to the tool database and better attention to inspections and tool control practices.
- All staff have been trained in the transition to the new MERC curriculum.

*Continues.*





# 2015 • Year In Review

Bishop Richard Deeley, head of the Roman Catholic Diocese of Portland, on Christmas Eve morning celebrated Mass at the Maine Correctional Center (MCC). Bishop Deeley visits MCC on December 24 every year, alternating between the men's and women's units.

To read an article in the *Bangor Daily News* and see a short video on Bishop Deeley's visit: <http://bangordailynews.com/2015/12/25/religion/catholic-bishop-on-christmas-eve-shares-mercy-with-maine-inmates/?ref=relatedSidebar>



- A completely new menu was successfully implemented without incident.
- We have relocated the prison store to its present on-grounds location.
- A new security lobby operation has been successfully implemented – greatly enhancing security at our front entrance.
- We have renovated the Oak Haven building – and created a new and more functional Command Center.
- The prisoner visit schedule has been revised with visit hours being expanded significantly for most prisoners commensurate with the Level System.
- Prisoner visitation is more efficient, better organized and more secure than ever thanks to the development and implementation of a new, automated, prisoner visitation application.
- We are nearing completion of the MPU tower consolidation and security upgrade project.
- The IPS/K9/Investigator team has delivered impressive outcomes in helping to dramatically decrease drug infiltration into the facility.
- Maintenance / IPS / and Unit 2 have collaborated to greatly enhance security protocols for off grounds crews.
- Successful reorganization of the Classifications Department to the units.
- Outstanding work by caseworkers and others in implementing new protocols for unit assignment within the facility.
- Human Resources, Training, and Supervisory staff have done a truly outstanding job with recruitment and retention efforts with outstanding stats to show for it.
- The MCC Honor Guard was successfully reorganized and has represented us at numerous important events in Maine and across the country.
- We have successfully implemented the Performance Based Systems (PbS) model at MCC for both the male and female population.
- We are nearing completion and implementation of a new, high quality prisoner orientation video.
- Terrific work has continued with the Inside Out Dad's program, Caseworker led groups and programs, and significant enhancements in program enrollment, intake assessment practices, and inter-unit collaboration with the Level System.
- Successful reorganization of the CRC program.
- Major Educational and Technological enhancements and certification programs in the Education Department, Print Shop, and Women's Center.
- Outstanding response to the 9/18 incident, the Scabies Outbreak of 2015, and several challenging prisoner deaths.
- Excellent supportive responses for staff of traumatic incidents by

*Continues.*

# 2015 • Year In Review

## 2015 Graduating Classes for Maine State Prison and Maine Correctional Center

February 9-March 12, 2015

### MSP

Lori Dessureault, CCTW  
Chris Hubbard, CO  
Andrew Naum, CO  
Giovanni Sinclair, CO  
Travis York, CO

### MCC

Michael Balcolm  
Austin Lee Ellis  
Troy Leavitt  
Sara Myrick  
Pierre Sinsmyr, CO  
Shane Thomas, CO

April 14-May 22, 2016

### MSP

Adrianne Dill, CAS  
Cody Kennedy, CO  
Brandon Knight, CO  
William Mayer, CO  
Daniel Marquis, CO  
Bryce Ridley, CO  
Benjamin Sirois, CO

Aaron Damon, CO  
Nicolas Kauffman, CO  
Kevin Kelly, CO  
Clayton Kennedy, CO  
Timothy Lancaster, CO  
Brian Moore, CO  
John Seigny, CO  
Nathan Shink, CO  
Craig Stiasny, CO  
Brandon Tiner, CO

### MCC

Donald Bouchard, CO  
Kevin Cloney, CO

Intern Class-May 18-June 12, 2015

David Allen, MSP  
Molly Fitzpatrick, LCYDC  
Matthew Pellerin, MSP  
Devin Wyatt, MSP

William Brooks, MCC  
Zach Fortin, MVDYDC  
Nicole Seigny, MVDYDC

June 1-June 25, 2015

### MSP

Garett Clark, CO  
David Goodine, CO  
Glenn Manning, CO

Peggy Emery, CO  
Andrew Hatton, CO  
Joseph Ritchison, CO

August 17-September 25, 2015

### MSP

Dighton, Joseph-CO

Brianna Kenny-CO  
Aaron Porter-CO  
Anthony Stewart-CO  
Chris Stover-CO  
Erik Tiner-CO

### MCC

Lindsey Bryce, CO

October 5-November 16, 2015

### MSP

Eric Busque, CO  
Cassie Eaton, CO  
Cody Gallagher, CO  
Jordan Miller, CO  
Tracy Odone, CO  
Brandon Sholan, CO  
Lewis Slagle, CO

Andrew Stanley, CO  
Erica Tyler, CO  
Lucas Verrier, CO  
Nickolas Von Husen, CO

### MCC

Bernard Deangelo, CO

the Mental Health Department and the Peer Support group.

- Catholic Bishop Richard Deeley came to MCC to conduct Christmas Eve Mass. It was well attended by prisoners, and very appreciated. The Bangor Daily News were also in attendance.

## Maine State Prison

*Submitted by Andrea Abo*

- Randall Liberty accepted the position of Warden at MSP.
- Crime Scene Investigation training at the Prison by the IPS team.
- Due to the collaborative efforts of MDOC, UMA (University of Maine at Augusta) and the Sunshine Lady Foundation, nine prisoners presented essays in an oral presentation fashion. This event was the first ever academic symposium presented to the general public.
- A collection for a local food bank in December was a huge success.
- UM Eric Bueno and UM Anthony Cartlidge both earned their Master's degrees.
- The dog program in the Medium Unit has had 21 dogs go through the program in 2015.

## MSP Promotions

- Eric Bueno promoted to Unit Manager of IMHU
- Vince Will promoted to Correction Maintenance Mechanic
- Grant Garfield promoted to Correctional Cook Supervisor
- Bill Rose promoted to Correctional Maintenance Mechanic Supervisor
- Anthony Cantillo promoted to CCTW
- David Ames promoted to Maintenance Mechanic
- Steven Sobel promoted to Correctional Acuity Specialist

*Continues.*





# 2015 • Year In Review



*Crime scene security training at Maine State Prison (MSP).*



*In September, 2015, Randall Liberty assumed duties as warden at Maine State Prison.*



*Team members of the MPS Inner Perimeter Security.*



*Members in the MSP officers class work hard to get fit and strong.*



*The Maine State Prison June 25, 2015 correctional officer graduating class.*

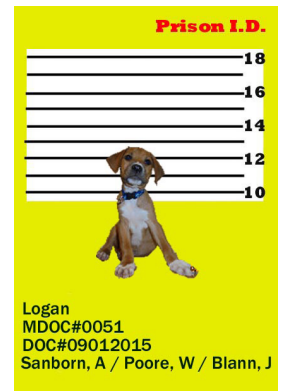


*The Maine Department of Corrections graduated its first class of interns. All intern graduates are certified correctional officers and served at different facilities throughout the department.*

*Continues.*



# 2015 • Year In Review



*In 2015, 21 shelter dogs went through a training program at Maine State Prison. Inmates in the Medium Unit socialized and train dogs to help them get adopted.*

- Clayton Knight promoted to Correctional Acuity Specialist
- Melissa Gallace promoted to Staff Accountant for Industries

## Awards and Recognitions

- Kate Getz received the Warden's Coin for excellence in education.
- Pinning ceremony for Casey Chadwick, Eric Bueno, and Philip Hodgdon
- COs Nathan Staples and Scott Charlton received Effective Communications Coins
- Sgt. Tom Dolbier was awarded an Effective Communications Pin
- Capt. Petrino and CO J. Flaherty who each won certificates good for four general admission seats to the Seadogs, from the MSP Morale Committee.
- CO1 Manders and CO1 Mullen received a Warden's Coin of Excellence.
- Correctional Acuity Specialist Chittum and Deguisto were presented with the Warden's Coin of Excellence.

The following staff were recognized and awarded certificates for their excellent work:

Amanda Seirup	Amy Belanger
Brian Castonguay	Denis Duperre
Diane Vigue	Erik Nickerson
Fremont Anderson	Jackie Belknap
Jackie Weddle	Jason Palmer
Kate Getz	Kevan Fortier
Kurt Dyer Jr.	Leida Dardis
Martha Boynton	Mike Fournier
Nick Payson	Rebecca Shields
Rodney Pinkham	Ron Smith
Tom Farrington	
Jennifer Jenkins-Scanlon	

## Mountain View Youth Development Center (MVYDC)

### Education Highlights

*By Cheryl A. Quinn, Principal*

- MVYDC achieved 100% professional certification for all educational staff, as of June 2015.
- For 2015, one juvenile earned a Hi-SET diploma, and one juvenile earned his High School diploma.
- Seventeen adults earned Hi-SET

diplomas in 2015; and three adults earned their High School diplomas.

- Three juvenile students enrolled in college courses in 2015. None completed their courses for a variety of reasons.
- The last MVYDC graduations were held on February 13, 2015, with ten adults earning their HiSET diplomas and seven juveniles earning HiSET diplomas. Fourteen young adults were recognized for earning their Work Ready certificates and two juveniles received NCCER (National Center for Construction Education and Research) certificates.
- There were six adult Work Ready classes in 2015 with 46 Young Adult Inmates participating. One Juvenile Work Ready class was held in the spring with six students.
- The Carl Perkins grant money was spent on customized NCCER training for our juveniles provided by Women Unlimited. The second session of this course was

*Continues.*



# 2015 • Year In Review

offered in the spring of 2015. Three juveniles participated and 100% completed the course and earned the basic NCCER Core Curriculum certificate and OSHA 10 card.

- The current Carl Perkins grant money was approved for adult programming for the initial startup year of 2015-16 for an adult technology project to replace our student wireless network to integrate vocation and academic teaching objectives for adult students.
- Eighteen adult inmates assigned to Culinary classes were provided with ServSafe training, with six in the current school session to complete in January 2016.
- Project Impact statistics through August 2015 cite that 24% of our detention students and 78% of our committed students were SpED or 504; while 50% of our YAOP adult students were eligible for 504 services.
- Adult Education Director Jim Howard offered five days (30 hours) of professional development spread over five months in 2015 that brought adult vocational and academic teachers along with administrators together for CCRS training as it applied to Adult education. Five teachers plus the Principal, SpED Director, and Guidance counselor attended the June 2015 MACEA Conference.
- We achieved 89% of our teachers reaching Highly Qualified Status

in Core subjects with one Special Education teacher working on her 5-8 Math certification Action Plan.

- MV Education developed an Extension Option 6 Application Action Plan for the 2018 Proficiency Based diploma mandate. Participants were planning to use the summer schedule training time to work with teachers for in-service training as part of our Action Plan on both the report card changes and the use of the portfolio.
- The MVYDC School's Comprehensive Plan was updated by Principal Quinn in September based on 2014-15 data and school approval categories of information. The last annual report for the MVYDC MDOE-approved school was completed in September. Our facility applied for and was approved to become an Accuplacer test site.
- Our current adult education program has been reorganized to focus on HiSET preparation, ABE math and vocational programming, with three academic teachers to cover detention classes, Adult HiSET Prep, Math classes, and Technology, and three Vocational Trades Instructors for Carpentry, Culinary Arts, and Small Engines.

## Operations

The Operations Division is responsible for a number of areas within our department, which can be a challenge. What makes this challenge successful is working with a



*A small sample of the more than 300 hats crocheted in 2015 by inmates at Mountain View Youth Development Center. The yarn is donated by various churches throughout the year and the inmates crochet hats which, in turn, are donated to various churches, food pantries, shelters, etc. to be distributed where needed.*

complete division of knowledgeable, dedicated and professional staff who share the desire of continued improvements. 2015 was a year full of many achievements and exciting changes. Below are some of the highlights:

### Gary LaPlante

#### Director of Operations

- SITCON/Crisis Negotiation Team trained and operationalized.
- Facility construction upgrades enhancements initiated at MCC, MSP and MV.
- Ground breaking for the New Women's Reentry Center at MCC (see back page).
- With assistance from Chris Coughlan and Scott Ferguson the BARS report was updated to reflect new legislation.
- Special Operations Group training continues on a monthly basis and two new operators for MSP qualified for their "wings" during

*Continues.*

# 2015 • Year In Review

a basic training course. Our most sincere congratulations!

- MDOC has 19 operators, 6 of which are Tier 1 certified instructors. The amount of time all the individuals commit to training averages out to 180 hours per operator per year. Regular training in performing door breaches, security patrols, MERC and hostage rescue situations provide line officers comfort in the knowledge that excellent help is already there...not on the way.
- The “High Risk Security Patrol” protocols are in place at MSP. The SOG operators perform specialized armed (less lethal munitions) details around the facility. This is well received by officers, especially during mass movement when the SOG boys are highly visible.

## **Larry Austin**

### **Director of Security**

- Security upgrades to MV for the repurpose of facility.
- Purchased Lazer Shot equipment and program to be able to include judgment, decision making and shoot-don't shoot training available throughout state.
- Completed facility shake downs, using ISC command operations and reduced the lock down times. No significant contraband was discovered indicating that other searches are effective.
- Conducted ISC training and each facility ran numerous practice skills to enhance emergency preparedness.

- Hire a full-time assistant firearms instructor and improved firearms recertification and basic firearms training schedule.
- Implemented package scanners at all secure facilities.
- Purchased body cameras through a PREA grant and currently deployed to all facilities.
- MSP has now installed the “LaserShot” program which could be used to orientate new shooters and assist qualified shooters to maintain their skills. The greatest benefit being that the “Range Crew” can work through the winter months with candidates in preparation for the range in the Spring and Summer.

### **Fire Arms**

- The “Range Crew” had a busy season. The late start to the year, with snow still thick on the ground at the end of April, had the chief firearms instructors chomping at the bit to get going.
- Total newly qualified staff attended basic schools: 70 MDOC staff
- Total assigned/issued to carry firearms for MDOC staff: 105
- Total number of staff that re-qualified for the year: 164
- Total firearms qualified MDOC Staff: 234

### **Honor Guard**

- Attended and participated in 3 line of duty funerals, 2 in Texas and 1 in New York.
- Participated in wreath laying ceremonies at Arlington in

Washington , DC (see page 15).

- Performed services at eight funerals for MDOC staff or retirees.
- Participated in 2 Honor Flights for returning soldiers.
- Presented colors for IACTP conference sponsored by MDOC.
- Rejuvenated departmental Honor Guard and provided professional training.
- Presented colors at 8 graduations for CO's/PPO's.

## **Angie Newhouse**

### **Director of Training**

The Training Division as a whole went through lots of changes and had some major accomplishments throughout 2015.

- Adult and Juvenile Community Corrections held their annual training conferences.
- Adult and Juvenile Community Corrections held 3 New Hire Academies.
- Held 3 Managing in Maine State Corrections classes.
- Received a technical assistance grant from NIC to train 14 trainers in the Desert Waters, “Correctional Fatigue to Fulfillment” training that is a 2016 initiative to train all staff in.
- All Adult Community Corrections staff were trained in the Spin-W assessment tool for female offenders.
- We offered the Critical Thinking workshop with Dr. Eric Williams.

*Continues.*





# 2015 • Year In Review



*On December 23, 2015 four sworn law enforcement staff members from central office participated in active shooter training hosted by the Capital Area Police and conducted by the Maine State Police. Pictured from left to right are Dwight Fowles, Larry Austin, and Bill Goodwin. Mike Hicks took the photograph.*

- We offered the Deadly Encounters workshop with Mark Radcliff.
- DOC offered their first ever Corrections Officer Internship class with 7 attendees.
- The BCor curriculum went from an 80 hour course to a 200 hour course.
- Established an FTO program at MCC and MSP.
- Established a PT program with

proven results for the new hire classes.

- Maine successfully hosted the 31st annual International Association of Corrections Training Personal Conference in Portland, Maine this year.
- Training staff attended a Learning Symposium in Colorado
- Motivational Interviewing classes were held at MCJA, MCC and LCYDC

- Adolescent Brain Development training was held at LCYDC
- 10 BCor classes were held in 2015
- DULUTH training was held

## **Michael Hicks Manager-Office of Professional Reviews**

- Developed the OPR Procedural Manual as a guide for Administrative Personnel Complaint Investigators to ensure that investigations are conducted in a fair, thorough and timely manner consistently throughout the department.
- Updated the Code of Conduct Policy to proactively keep staff informed and to positively impact workplace related behaviors.
- Trained and certified eighty-four (84) supervisors as Administrative Personnel Complaint Investigators to ensure consistent investigations.
- Established department-wide utilization of BlueTeam and IAPro case management software systems to support the Administrative Personnel Complaint Investigative process.
- Provided Ethics and Code of Conduct training for newly promoted supervisors.
- Provided an overview of the OPR Process with both adult and juvenile community corrections personnel.
- We have continually refined and improved upon the established system based upon feedback received from all levels within the

*Continues.*

# 2015 • Year In Review

Department, as well as with our partners and advisers from outside the MDOC.

## Ryan Andersen Manager of Correctional Operations

- Charleston Correctional Facility, Mountain View Youth Development Center and Young Adult Offender Program successfully complete their first DOJ certified PREA audits. Support was provided by Kathleen Mahoney, PREA Coordinator and other members of the MDOC Audit Team.
- Of 56 jurisdictions, Maine becomes one of 10 to certify full compliance under the Prison Rape Elimination Act (PREA).
- Mountain View Youth Development Center scores 100% on their ACA audit. The MDOC Audit Team assisted by providing practice audits and support throughout. Long Creek Youth Development Center scores 100% on their ACA audit. The MDOC Audit Team assisted by providing practice audits and support throughout. Charleston Correctional Facility scores 100% on their ACA audit. The MDOC Audit Team assisted by providing practice audits and support throughout.
- 20 members were appointed by the Commissioner of Corrections to serve on the County and Municipal Detention Facility Advisory Committee. These members are tasked with reviewing the



*The Training Division staff received recognition for their excellence in the logistical planning of the 31st Annual International Association of Correctional Training Personnel (LACTP) Conference held in Portland, ME on September 27-30th.*

*(Left to right, first row) Rene Smith, Rebecca O'Keefe, Rosalie Morin, (second row) Wendi Belanger, Carol Waig, (third row) Commissioner Fitzpatrick, Penny Smith, Angie Newhouse, (fourth row) Alan Gregory, Gary LaPlante, Shane Blakely, Joseph Theriault, and Justin Mohn.*

current jail standards, researching evidence based practices, and making recommendations to the Commissioner on revisions if necessary. They represent the Department of Corrections, Maine Sheriff's Association, Maine County Commissioner's Association, Maine Chiefs of Police Association, Attorney General's Office, Legislature, and citizens.

- Hosted NIC Consultants to provide Security Audit Program Training for 30 Maine state and county corrections professionals. This training was held on location

at the Maine Correctional Center, Maine State Prison and Two Bridges Regional Jail. All facilities were audited for the purpose of identifying areas of strength as well as deficiencies related to security policy and practice. Reports have been received and corrective action as needed is underway.

- Throughout 2015, the Inspections Division conducted licensing inspections at 9 County Jails, 5 Holding Facilities, 1 Short-Term Detention Area, and 8 Alternative Sentencing Programs.

*Continues.*





# 2015 • Year In Review



*Photo taken 10/14/15 at Charleston Correctional Facility. (left to right) Ryan Andersen (Central Office), Peter Turner (Maine Correctional Center), Wendell Atkinson (Maine State Prison), Cheryl Preble (Mountain View/ Charleston Correctional Facility), Holly Howieson (Central Office), Mary Lucia (Central Office), Matthew Kirksey (Maine Correctional Center), Tom Olson (Central Office), Chris Concannon (Long Creek Youth Development Center).*

## **Dwight Fowles Intelligence/Fugitive Coordinator**

- Arranged the reprogramming of all network radios to connect to the new statewide radio network.
- Updated the Criminal Justice Information Network Agreement with the Department of Public Safety to expand the sharing of METRO information between the State Police communication center to various employees of the department. Previously this agreement was confined to Probation and Parole.
- Coordinated with the State Police Communication Center to provide IPS, Investigators, and K-9 handlers call signs with the State Police Communication center allowing them access to METRO/CJIS information via contact with

the Communication center via radio.

- Revised the K-9 policy 14.21 one key change was allowing the K-9 handler the authority to conduct people searches with the K-9 without a barrier. This practice has already resulted in at least one visitor being apprehended while entering the facility with a quantity of drugs.
- Created an intern position for the Fugitive Unit and hired college intern Rachael Townsend a senior at Husson University to fill the position for the summer.
- Re-vamped the SITCON team selecting 14 members for the team. The SITCON team then attended 40 hrs of training with the FBI in Crisis Negotiation, and is once again a functioning team.

- Received approval for a full time position to assist the Fugitive Coordinator with fugitive recovery efforts, OPR investigations, and department wide intelligence – FJA pending.
- Draft Fugitive Unit policy completed and is pending review.
- Draft SITCON policy 13.10 completed changing the name from SITCON to Crisis Negotiation Team (CNT) as well as updating practices and team member roles to match current best practices-pending review.
- METRO/CJIS policy 5.6 completed updating DOC practices allowing the department to be compliant with CJIS standards.
- Gang policy 14.25 completed and in the process of being implemented giving the department a process for validating and tracking gang activity within the department.

## **Policy Division**

The department's policy division worked with department staff in updating and/or creating department policies that promote best practices and current operations in corrections. Office Associate II Brenda Hernandez, who has worked for the department in several other positions, has joined the policy division and provides administrative support in the policymaking process and managing PowerDMS.

*Continues.*



# 2015 • Year In Review

## Key accomplishments in 2015 include:

- 56 policies were updated or created, averaging more than one policy a week. Two noteworthy policies that were worked on in 2015 is the furlough policy, which had been in effect since 1988 and got a major overhaul; and a new transgender policy was implemented.
- 76 department forms were updated or created.
- 7 directives were implemented.
- 4 public hearings were held so the public could have input on APA policies.
- 6 New hire training sessions were conducted on Policy Overview and Using PowerDMS.
- Continued to fully implement and manage PowerDMS for efficiency in document management, training and standards.
- Implemented an automated approach to streamline the annual policy review process to facilitate compliance with ACA standards.

Many thanks to staff who bring policy issues forward and provide subject matter expertise on putting best practices into policies. The following policies were either created or revised in 2015.

*Continues on page 38.*

## Policies, Directives, and Memos Created and/or Revised in 2015

04.09.1 (ACC)	Adult Community Corrections Field Training Officer Program	Adult Community Policies
08.02 (ACC)	Intra-Departmental-Communication Involving Adult Community Corrections	Adult Community Policies
08.04 (ACC)	Supervisory Case Management Reviews	Adult Community Policies
08.05 (ACC)	Appearance Standards	Adult Community Policies
09.01 (ACC)	Reporting Instructions And Intake	Adult Community Policies
09.04 (ACC)	Assessment And Case Management	Adult Community Policies
09.06 (ACC)	Restitution And Fees	Adult Community Policies
18.8.2 (ACC)	Communicable Disease & Infection Control, Airborne Pathogens	Adult Community Policies
13.11 (AF) and 8.11 (JF)	Special Operations Group (SOG)	Adult Facility Confidential Policies
14.21 (AF) & 9.21 (JF)	Canine Units, General Guidelines	Adult Facility Confidential Policies
14.25 (AF) and 9.25 (JF)	Gang Identification & Management	Adult Facility Confidential Policies
12.04 (AF)	Physical Plant And Prisoner Housing Requirements	Adult Facility Policies
15.01 (AF)	Administrative Segregation Status	Adult Facility Policies
15.02 (AF)	Disciplinary Segregation Status	Adult Facility Policies
15.05 (AF)	Administrative Control Unit	Adult Facility Policies
16.02 (AF)	Meal Planning And Scheduling, General Guidelines	Adult Facility Policies
18.06.01	Intensive Mental Health Unit	Adult Facility Policies
18.08.02 (AF)	Communicable Diseases & Infection Control, Airborne Pathogens	Adult Facility Policies
21.02 (AF)	Prisoner Mail	Adult Facility Policies
21.03 (AF)	Prisoner Telephone System	Adult Facility Policies
23.01 (AF)	Classification System	Adult Facility Policies
23.04 (AF)	Assessment And Case Management	Adult Facility Policies
23.08 (AF) & 18.08 (JF)	Management Of Transgender And Intersex Prisoners And Residents	Adult Facility Policies
25.01 (AF)	Prisoner Work Opportunities	Adult Facility Policies

*Continues.*



# 2015 • Year In Review

## Policies, Directives, and Memos Created and/or Revised in 2015 continued

27.03 (AF)	Community Transition Program	Adult Facility Policies
27.04	Furlough Pass Furlough Leave Program Rule	Adult Facility Policies
01.01	Establishment Of The Department And Appointment Of The Deputy Commissioner And Associate Commissioners	Department Wide Policies
01.02	Department Mission And Goals	Department Wide Policies
01.04	Communication And Periodic Reporting To Central Office	Department Wide Policies
01.10	Staff Communication With Persons With Limited English Proficiency	Department Wide Policies
01.25	Limited Use Of Fragrant Products	Department Wide Policies
03.05	Code Of Conduct	Department Wide Policies
03.15	Employee Discipline	Department Wide Policies
5.6	Criminal Justice Information System Security	Department Wide Policies
06.01	Victim Notification Of Prisoner Or Juvenile Release	Department Wide Policies
06.02	Adult Sex Offender Registration And Notification	Department Wide Policies
06.11	Sexual Misconduct (PREA And Maine Statutes), General	Department Wide Policies
06.11.1	Sexual Misconduct (PREA And Maine Statutes), Administration	Department Wide Policies
06.11.2	Sexual Misconduct (PREA And Maine Statutes) Prevention Planning	Department Wide Policies
06.11.3	Sexual Misconduct (PREA And Maine Statutes) Reporting And Investigation	Department Wide Policies
06.11.4	Sexual Misconduct (PREA And Maine Statutes) Administrative Sanctions	Department Wide Policies
06.11.5	Sexual Misconduct (PREA And Maine Statutes) Responding	Department Wide Policies
06.11.6	Sexual Misconduct (PREA And Maine Statutes), Community Corrections	Department Wide Policies
08.05 (JCC)	Appearance Standards	JCC Policies
09.13 (JCC)	Arrest	JCC Policies
13.08.2 (JCC)	Communicable Disease & Infection Control, Bloodborne Pathogens & Other Infection Body Materials	JCC Policies
08.11 (JF) and 13.11 (AF)	Special Operations Group (SOG)	Juvenile Facility Confidential Policies
09.02 (JF)	Shift Operations, Documentation And Post Orders	Juvenile Facility Confidential Policies
09.18.1	Cell Extraction Procedures	Juvenile Facility Confidential Policies
09.21 (JF) and 14.21 (AF)	Canine Units, General Guidelines	Juvenile Facility Confidential Policies
9.25 (JF)	Gang Identification & Management	Juvenile Facility Confidential Policies
13.08.2 (JF)	Communicable Disease And Infection Control, Airborne Pathogens	Juvenile Facility Policies
16.01 (JF)	Resident Mail	Juvenile Facility Policies
16.02 (JF)	Access To Telephones	Juvenile Facility Policies
18.08 (JF) & 23.08 (AF)	Management Of Transgender And Intersex Prisoners And Residents	Juvenile Facility Policies
22.02 (JF)	Confidentiality Of Resident Information	Juvenile Facility Policies

# 2015 • Year In Review

## Quality Assurance & Professional Practices (QA)

- Complete two rounds of Segregation Policy audits at the Maine State Prison on the Special Management Unit where finalized comparison reports were distributed to Senior Management in Central Office and at the Prison. Improvement plans were instituted focusing on the areas of needed attention.
- QA successfully wrote, issued, reviewed and managed the review and scoring process for six RFP's this year. All awards resulted in contracts which were negotiated, wrote and managed.
- In conjunction with IT, QA developed a user-friendly contract search database in CorrNet which allows Departmental employees to search for any contract/MOU/MOA/Amendment/Supplemental Agreement/Order Change.
- QA oversaw 27 contracts for Juvenile Services which encompassed negotiations, writing and managing the contracts and managing the programming budget for the division.
- QA finalized and disseminated the Annual Year End Contract Review reports for the Division of Juvenile Services which highlights outcome measures, success rates, associated costs and recidivism rates for successful completers for each contracted program working

with youth and families.

- QA and the PbS Maine Team delivered a presentation on Performance based Standards at the Department's Correctional Administrators' Meeting. The focus was each facilities' experiences in how PbS has helped them better manage operations, programs and services throughout their facilities.
- QA modeled multiple Facility Improvement Plans for adult facilities with staff involvement with the intent of them eventually facilitating improvement plan focus groups.
- QA, in collaboration with the three other adult facilities already involved with Performance Based Standards (PbS), assisted the Maine Correctional Center with their implementation efforts of in two locations.
- QA established a work group with PbS, department staff and partners from Thrive and Hornby Zeller Association to establish mechanisms that will help the Department have a greater understanding of the Lesbian – Gay - Bi-sexual – Transgender - Queer - Intersex (LGBTQI) population. The work of this committee includes collaborating with PbS to add related staff and client questions to their survey tools and looking at our policies and practices to see what modifications / additions are needed.
- QA and the PbS Maine Team

developed and disseminated the initial set of PbS data books to the Commissioner, Senior Managers and Directors. These reports included prioritized outcome measures and results from the Staff and Client Climate Surveys for all five participating adult facilities.

- QA manages the Smart Supervision Grant and played a primary roll with getting the work under that grant off the ground. This is an evaluation grant that aimed at enhancing current staff skills around the areas of the Maine Integrated Risk Reduction Model of case management and the use of Motivational Interviewing.
- QA collaborated with Adult Services securing necessary funding to purchase the copy rights to Reasoning & Rehabilitation 2, an evidence based cognitive behavioral treatment program focus on improving probationers beliefs and attitudes with regards to the lives and the impact their choices have on others.
- QA in collaboration with Victim Services staff monitored all Batterers Intervention Programs (BIP) across the state to determine whether they were meeting all of the requirements of the BIP standards established by MDOC Policy & Procedures.
- QA finalized and distributed a comprehensive statewide report on Use of Force in Maine's correctional facilities. The reports are meant to track and

*Continues.*





# 2015 • Year In Review

## Southern Maine Re-entry Center: Not Just Dirt

By Mark Welch-Thompson

Once again this year, the Southern Maine Re-entry Center residents on my work crew excelled in giving back to the community. We volunteered for the York County food pantry, the local animal welfare society, at Crossroads, the Good Shepard Food Bank, and picked apples for the brothers. We did all of this while digging in the dirt and maintaining a very successful garden on Shaker Hill.

Not until recently, have I taken the time to appreciate dirt. It's a miracle if you really think about it. It hugs the trees, supports our homes, and feeds both people and animals. We may water and weed our gardens, but dirt takes care of the rest.



While I'm not saying we should walk around thinking about dirt every day, it is something so simple but complex. No matter how complicated our lives get, we can grab a handful of dirt to get grounded. As we open our hands, some of the dirt will fall through our fingers to the ground like the mistakes we've made and the hurts we've felt. The dirt left on our hand is like the "roots" of memories and experiences that have made us who we are today. When we finally clap our hands together and the remainder of dirt falls from our hands we find the strength to carry on through love and forgiveness.

And when life gets complicated, it only takes another handful of dirt to ground us.

in Adult Facilities. This included strategizing and troubleshooting issues with stakeholders and IT, teaching, and coaching with Deputy Wardens of Programming, Director of Education, Case Workers, Teachers, and contracted medical contract professionals on use of the module and how to use reporting to manage waitlists.

## Victim Services

### Victim Notification

One of the major duties of the Maine Department of Corrections (MDOC), Office of Victim Services (OVS) is to register victims of crime for victim notification of prisoner or juvenile release and enforce such requests as outlined in Statute. In 2015 a total of 254 victims registered for victim notification. The chart indicates which agency assisted the victim in filing the victim notification request with the MDOC. The MDOC OVS assisted in 154 victim notification requests totaling 60% of the requests for 2015. (See illustration on page 40.)

### Safety Planning

The MDOC victim advocate tracks information pertaining to Sex Offender Releases into the community and provides support services to crime victims prior to a registered sex offender being released from a MDOC facility in 2015.

Victim wrap around meetings, or "victim safety planning meetings", are offered to all victims, and/or

*Continues.*

highlight key points in incidents requiring use of force and can be used by facility leads and senior administrators to aid in identifying trends and to assure best practices are used.

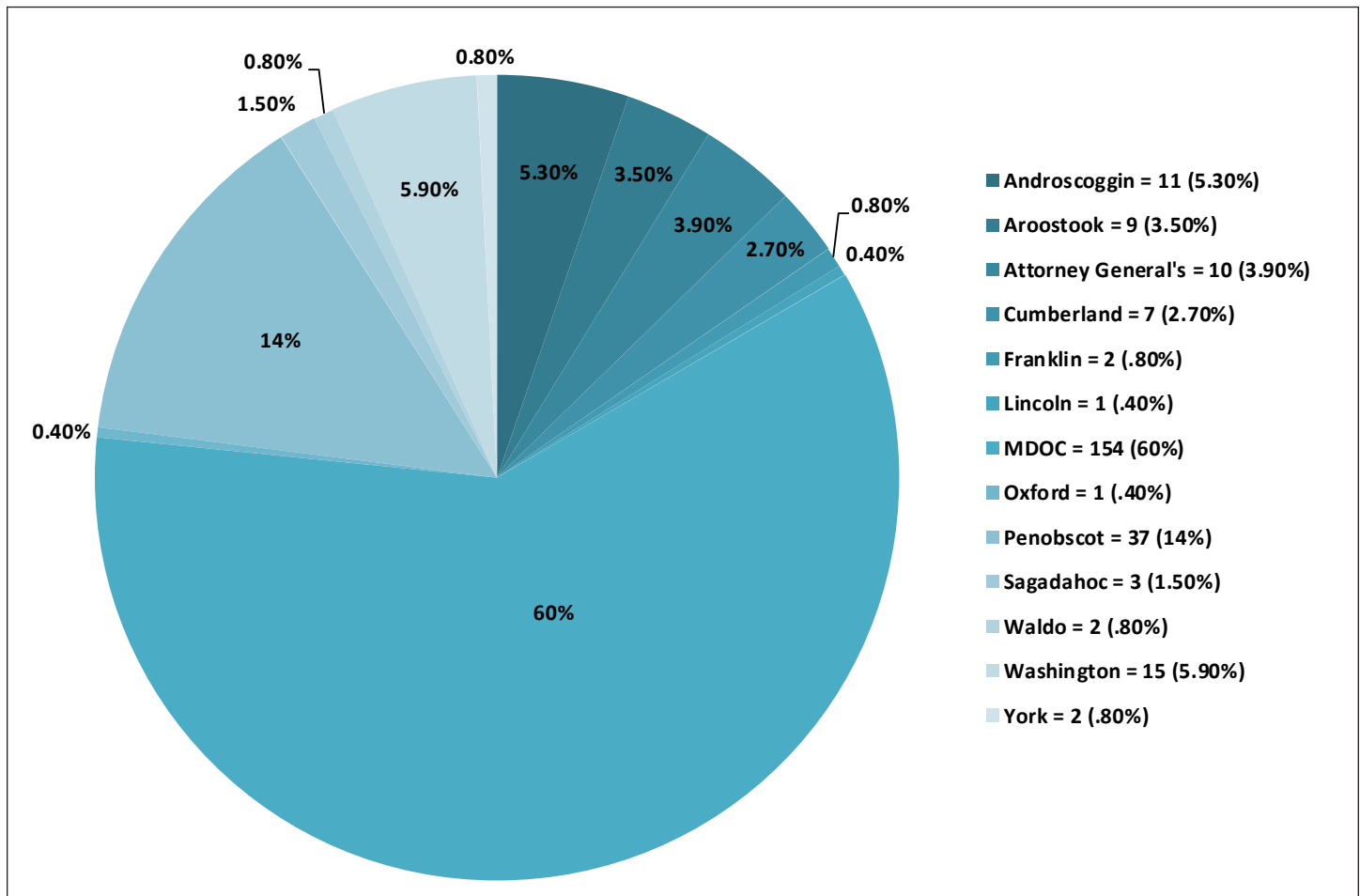
- Compiled data from recent client/caregiver surveys and initiated analysis of data in order to create statewide historical report for all three Regional Juvenile Services Offices.
- QA finalized and disseminated the

results of a comparative analysis of Juvenile Services' client surveys by Region, over a 5-year period, and compared to statewide trending.

- QA completed a data extraction on 356 inmates from the Spin-W database for the purposes of the creation of the women's specific classification tool designed by Dr. Patricia Hardyman.
- QA continued work on development and implementation of the program enrollment process

# 2015 • Year In Review

2015 Victim Notifications.



victim's parents/guardians if the victim is a minor, in preparation for the offender's release. Victim Services aims to have the meetings at least two weeks prior to the release date hoping that as much offender re-entry plan information is current and available. These meetings are held at a Probation Office closest to where the victim lives. Only participants requested by the victims attend the meetings. Participants include, but are not limited to, Probation Officer/Sex Offender Specialist, Victim Services Advocate, Victim and/or victim's

parents/guardian, Law Enforcement Officer(s) and an advocate from the Sexual Assault Center that is located closest to the victim. In 2015, Victim Services monitored 143 upcoming sex offender releases. Of those releases, 156 letters were sent to sexual assault victims offering victim services and safety planning. Finally, 19 safety planning meetings were held at the request of victims.

Victim Services also assists in safety planning meetings to Domestic Violence victims whose abuser is being released from MDOC.

Participants are also invited as requested by the victim. There were 6 safety planning meetings for Domestic Violence Victims in 2015.

## Restitution

In 2015, the Maine Department of Corrections collected \$1,174,264.91 in restitution. Restitution checks disbursed to crime victims in 2015 totaled \$1,166,416.68, of which, \$223,283.01 were funds that would not have been disbursed without the research done by the victim advocate.

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# 2015 • Year In Review

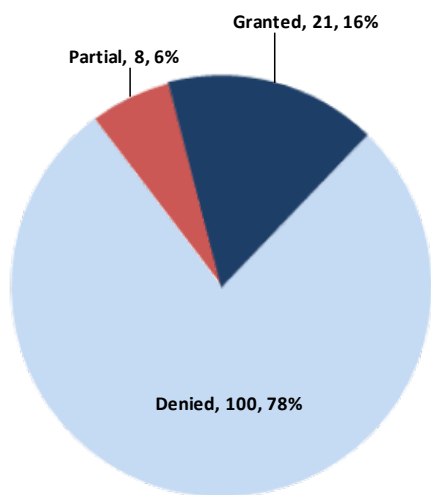
In 2015 the victim advocate reviewed 1,904 client's restitution cases which included 4,473 contacts with victims, collateral contacts researching the case, and connecting with the Court and District Attorney's Office staff in order to assist crime victims.

## Waiver Requests

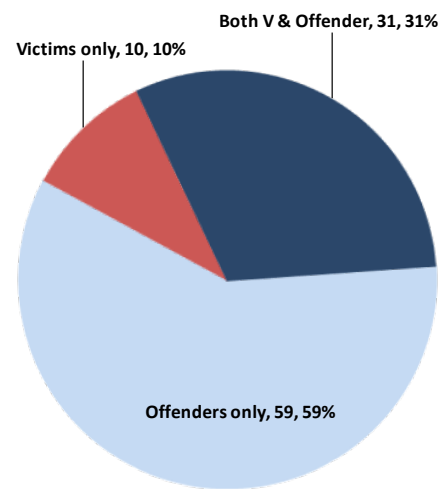
According to the mail, phone, and visit policy a person who has been convicted of or otherwise known to have committed domestic violence is prohibited contact with their victim unless a waiver request is approved

by the Commissioner, or designee. The Director of Victim Services reviews all waiver requests as the Commissioner's designee. In 2015, 129 waiver requests were researched in the Office of Victim Services and reviewed (some cases had multiple requests with a grand total of 226 case reviews). The charts below will outline the waiver decisions from 2015. The decisions included 100 waiver denial decisions. Of those 100 waivers, 59 cases or 59% did not include requests from the victim, which is a factor often overlooked, but is required for a waiver to be considered for approval.

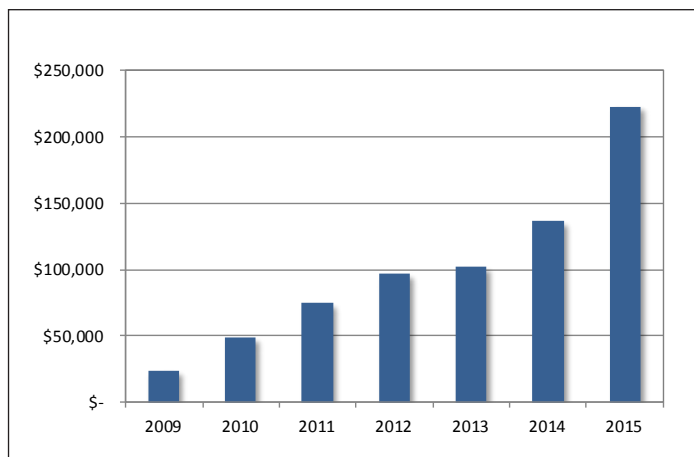
*Waiver Decisions 2015; Total reviewed 129.*



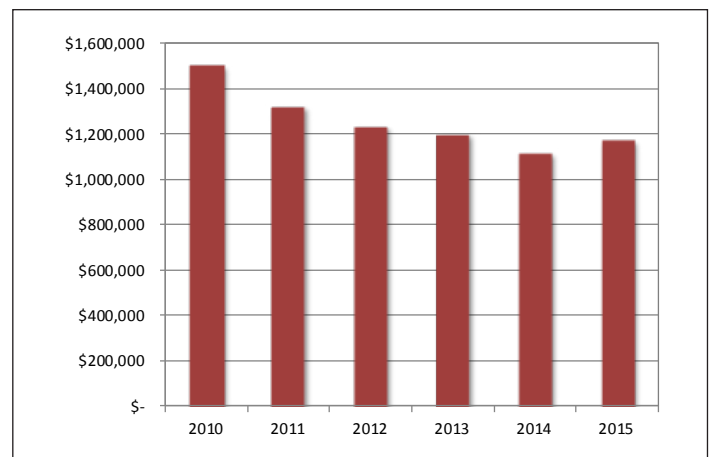
*Waiver Requests Denied 2015; Total Denied = 100.*



*Monies Disbursed Due to Advocate Research 2009-2015.*



*Restitution Collection 2010-2015.*



**Great Job everyone! To be continued in 2016...**



# Southern Maine Re-entry Center Work Crew Steps Back in Time

By Chuck Hayden, Correctional Trades Instructor

For the past several months I have established a working relationship with Robert Schmick, director of the [19th Century Willowbrook Village](#) in Newfield, where he has been kind enough to allow the residents on my work crew to take on several projects. The nineteenth century museum is devoted to examining life as it was in the 1800s, and prides itself in offering many hands-on classes and activities throughout the grounds. I would best describe it as a little village or compound set in rural southwestern Maine, that has many buildings, shops, and period attractions. Bob has many great ideas for the museum, and has been gracious enough to share a little of his vision with me, and offer us the opportunity to learn about techniques and methods of the time period, related to carpentry, mechanics, and the means of existence in the nineteenth century.



*Southern Maine Re-entry Center Correctional Trades Instructor Chuck Hayden and his work crew are restoring a horse drawn wagon on sleigh rails.*

Currently, the crew is working on a great project that entails rebuilding a horse drawn wagon on sleigh rails that he plans to use during the annual ice harvest, where they cut ice from a little pond on grounds with period tools and methods. The wagon was in disrepair and most of the wooden components were rotted and in some cases nonexistent. Our challenge was to preserve what we could, and then replicate what was missing or rotted to bring it back to life as close to original as possible. We have been working on the wagon a couple of days a week for almost a month, and should finish in the next couple of sessions. The crew has worked very hard and diligently, and has been very accurate throughout the whole process. I am pleased with their efforts and attention to detail, and their desire to stick with the project through its completion. I am looking forward to any upcoming challenges that are put before us, and know that the crew is proud of their efforts, and grateful to have the opportunity to learn new skills, meet new people, and produce quality work.



# Holidays Means Community Service at SMRC

By Jillian Philbrick, SMRC resident

Here at the Southern Maine Re-entry Center (SMRC) some of the girls, including myself, were lucky enough to help give back to the Alfred Parish Church. We really wanted the church to have an amazing Christmas Eve service so we worked hard to make luminaries to set-up outside. We spent hours making them knowing it was for a very special occasion. Making them didn't only help the church but it helped us as well. It reminded all of us what the holidays are really about. On Christmas Eve we got the opportunity to go to the church and set-up all the luminaries. As we were placing them outside the church we started to see all of the hard work come together. It was still daylight so we didn't get the full effect of how beautiful they were going to be. Our imaginations couldn't conjure up the reality of how breathtaking it was when we pulled up to the church that night for the service, that Deacon Tucker was kind enough to invite us to. It was honestly magical seeing the

glowing lights all around the church. It impacted us a great deal knowing that the work we did to give back to not only the church but to the community was enjoyed by all. We were proud to be able to be a part of it. The church does so much for the community that being able to help them in any way was an honor. The Christmas Eve service itself really moved us. It was a beautiful service and you could tell that it wasn't just a church group but a family. We experienced the true meaning of Christmas that night.

It was very uplifting and helped a lot of us get through the holidays. Even though we couldn't be with our families for the holidays, Deacon Tucker graciously let us join her church family to show her appreciation for our work. It was all of us who appreciated her kindness more than we could even try to explain to her. Being in the situation we are in simple things like giving back to the community and being

invited to church services makes a world of a difference. I know that for me it gave me hope for a better future and to not take things for granted. Some people have a lot worse situations then the ones we may be in now and if we can give back or help someone we should. Not only for them but because it will make you feel better knowing that you can make a difference if you try. In the end it's the little things that matter.



*Wendy Kellman along with residents at the Southern Maine Re-entry Center made and set up luminaries for the Christmas Eve service at the Alfred Parish Church.*



# Central Office Welcomes Heidi Strassberg-Bersani



*Heidi Strassberg-Bersani.*

Heidi Strassberg-Bersani has joined the Maine Department of Corrections as a secretary specialist in central office. Heidi will be providing administrative support to both Associate Commissioner Colin O'Neill and Director of Correctional Program Practices Ryan Thornell. Heidi comes to the department with extensive experience in diverse professional administrative environments. Most recently, she provided administrative support to various executives and Boards within MainePERS. Previously, she has worked for the University of Maine at Augusta and TD Bank. Heidi brings a wealth of knowledge and skill to this position and will be an asset to the department. Heidi is also currently pursuing a degree in liberal studies at UMA. Welcome Heidi!

## MSECCA 2015 Campaign

*By Wendi Belanger*

2015 marked the 36th year of Maine State Employees Combined Charitable Campaign (MSECCA). During those years state employees and retirees have raised almost \$8.5 million.

And while this year's statewide goal of \$300,000 fell short, the Department of Corrections stepped up to the challenge!

MDOC was assigned a goal of \$5,920 based upon past contributions and number of employees. Thanks to some generous donations from our industries programs at Maine State Prison, Maine Correctional Center and Southern Maine Re-entry Center we were able to host some fun events to get everyone involved.

Mountain View, Long Creek, and central office raised over \$900 in

a Veteran's Day Soup/Stew Cook off with proceeds donated to the Wounded Warrior Project and \$850 was raised in a department-wide silent auction supporting Make-A-Wish! Adding that to our generous employee contributions, DOC ended the year at about \$10,000—almost doubling our goal!



*Bill Goodwin, Kathleen Mahoney, and Gary LaPlante taste test chili in central office as part of the MSECCA 2015 Charitable Giving Campaign.*

# Victim Services Welcomes Joanna Stokinger



*Joanna Stokinger.*

Joanna Stokinger has joined the Victim Services team. Joanna moved back to her home State of Maine from Alaska to accept the Domestic Violence Victim Advocate position with the DOC Office of Victim Services. She was employed with the State of Alaska as an investigator; first with the Alaska State Commission for Human Rights, and most recently with the Alaska Public Defender Agency. Prior to living in Alaska, Joanna was a DV Advocate with the Citrus County Florida State Attorney's Office.

Joanna is happy to be working in the victim services arena again, working with domestic violence victims holds a special place in her heart, as it is where her career began. Please join us in welcoming Joanna to the MDOC.





# Maine State Prison Staff Updates

*Submitted by Andrea Aho*



*Members of the November 2015 graduating class with MDOC staff. (Kneeling, left to right) Lucas Verrier, Tracy Odone, Eric Busque, and Cody Gallagher. (First row, standing, left to right) Erica Tyler and Cassie Eaton. (Back row, standing, left to right) Correctional Corporal Justin Mohn, Nicolas Von Husen, Brandon Sholan, Andrew Stanley, Bernard Deangelo, Correctional Captain Shane Blakely, Jeffrey Bishop, Jordan Miller, Lewis Slagle, Spencer Fitzsimmons, and Correctional Corporal Joseph Theriault.*

## Maine State Prison's (MSP) New Graduates

- Eric Busque
- Cassie Eaton
- Cody Gallagher
- Jordan Miller
- Tracy Odone
- Brandon Sholan
- Lewis Slagle
- Andrew Stanley
- Erica Tyler
- Lucas Verrier
- Nickolas Von Husen

## Welcome New Hires

- Crystal Crowell
- Amber ward
- Kenneth Hatch

- Charles Stilwell
- Cody Stewart
- Andrew miner
- Richard Collins
- Kaeson Richardson
- Richard Balzano
- Thomas Howland
- Tammi Morrison
- Harry Pierce

## Promotions

- Mark D'Angelo and Jamie Perry have both been promoted to Correctional Sergeant.
- Congratulation to Peter Campbell on

his promotion to Correctional Acuity Specialist.

## Congratulations

- Congratulations to Correctional Officer (CO) Evan Touchette, CO Thomas Averill, and Correctional Sergeant Kevin Court who earned Warden's coins for their professionalism and expressed knowledge during a peer audit for the American Correctional

Association (ACA).

- Deputy Warden Michael Tausek received the MDOC 2015 Manager of the Year Award. (See page 3.)

## Retirements

Loring Proctor and Glenn McCullough both who worked in the MSP Maintenance Department recently retired.

# Staff Updates at Mountain View

*Submitted by Priscilla McLellan*

## Welcome New Hires

Mountain View welcomed Loujean Reheuser as Office Coordinator for Day One in November.

## Teachers Retirements

*by Cheryl A. Quinn*

### Larry Casey

Larry Casey, veteran science teacher for juveniles at MVDYDC, retired at the end of September with fifteen years for the state. His hands on approach to science, coupled with his wonderful sense of humor, encouraged students to try new activities and enjoy the study of scientific concepts. Over the years, he utilized resources outside the building including a garden area, the facility's fire pond and the Nature trail beyond the perimeter to explore biological and ecological science concepts. Larry came to us with impressive credentials as he is certified in both life and physical sciences. He will be missed by students and staff.

### Gary McCready

Gary McCready, was a veteran art teacher for juveniles and adults here at MVDYDC, retired at the end of October after nine years' experience as a teacher. Gary brought to his art classes extensive knowledge of art and a philosophy of encouraging students to explore their creativity and to sample various art media to determine what their talents might be. He encouraged students to enter art contests. One student's art was selected by the Maine Principal's Association for display for one year

*Continues.*

## Mountain View's Principal Quinn Retires

*By Doris Darling, School Secretary*

Cheryl Quinn, Principal and Vocational Director of Mountain View Youth Development Center (MVDYDC) retired on December 23, 2015 after 10 ½ years of leadership. We are sad to see Cheryl go, but happy for her "release," so she can enjoy camping, gardening, and time with her husband and family. She leaves a teaching career spanning 44 years.

Cheryl came to Mountain View on May 2, 2005, after 34 years of teaching science, primarily at the 7th and 8th grade levels for MSAD #38, where she was also served as Assistant Principal.

Cheryl has provided leadership through 25 MVDYDC graduations and three ACA Inspections, while maintaining DOE requirements for school approval and federal NCLB requirements for grant funding. She was challenged with developing the educational component to implement our Young Adult Offender Program, and has seen Mountain View morph into an adult prison with a therapeutic purpose.

Mrs. Quinn leaves a huge hole in the heart of Mountain View. Her student-centered approach to education and her lifelong learning philosophy are her trademarks. She plans to volunteer at Mountain View as a literacy volunteer to help adult prisoners who want to learn to read. Her door was always open and she always had chocolate on her desk, to welcome anyone who wanted to stop in.

Cheryl has focused on four areas to support student learning while at Mountain View:

- The utilization of technology to implement assessment, provide teachers and students access to the latest information, including distance learning and promoting communication.
- Development of an effective PLCSS certification system for teachers to achieve Professional Certification with a trained mentor system with the ability to recertify as required.
- Professional development opportunities for staff with in-service training and opportunities for training away from the facility.
- Providing students with as many quality learning opportunities as possible, especially hands-on opportunities, such as the Agriculture, Equine, and K-9 Programs which got students out of doors and sometimes off campus.

Cheryl doesn't have big feet, but it will take a big person to fill her shoes. We will miss her laughter, her sense of humor, her ability to see the big picture, and her dedication to her staff and the students she served.





## Mountain View Staff continued

in their office building in Augusta. Gary was responsible for the NWEA(MAP) testing of students coming into Detention. He utilized technology effectively to coax often unwilling students to experience art history and art technique. Gary's calm and no nonsense approach, along with his extensive correctional background, was effective in dealing with students of any age.

Gary was a veteran correctional officer in New York before moving to Maine. He started at Bangor Pre-Release on third shift, was promoted to Sergeant, transferred to Charleston Correctional where he worked nine years before transferring to MVYDC. Gary will be missed greatly by students and staff.

### Best Wishes

- Dawn Pratt, Assistant Classification Officer, transferred to the Department of Motor Vehicles in November. Dawn was with MV for 14 years, working primarily within the office structure until her promotion to Assistant Classification Officer in 2013.
- Tammy Cooper, Director of Classification transferred to DHHS, Dorothea Dix in November. Tammy has served as Director since February 2013 and worked as Juvenile Program Manager for ten years, beginning at MV in 2001.

We sincerely wish both Dawn and Tammy the very best in their new ventures.

## Maine Correctional Center Staff Updates

### Donnie Piper Retires

Donnie began work as a correctional officer in May 1984. He also worked as a Correctional Trades Instructor at the Central Maine Pre-Release Center. Recently Donnie was recognized by staff for his years of service. MCC's Honor Guard presented him with a shadow box and the Commission presented him with a Proclamation. We wish Donnie the very best in his future endeavors.



*Recently retired Donnie Piper with his wife, Cheryl.*



*Honor Guard Boyce, MCC Warden Landry, Donnie Piper, Honor Guard Salisbury, and MDOC Commissioner Fitzpatrick.*





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# Adult Community Corrections • Region 1

*Submitted by Carol Carlow*

## Just One Part of a Much Bigger Picture

During the November staff meeting, a state wide Christmas project for this year was presented to staff and received with great enthusiasm. The goal was to collect toys, games, books, stuffed animals and other items to brighten a day of a child at the Barbara Bush Children's Hospital in Portland. The idea of all of Probation and Parole statewide pooling their time, talent and resources

together to make the idea come to fruition was huge undertaking and one in the end proved very successful. The spirit of the holidays came alive as staff brought in items on a daily basis and soon filled our long conference table to capacity. Staff that joined in the final transport to the Barbara Bush Hospital of all items collected statewide firmly stated that it was heartwarming, very much appreciated and well worth it.



*Toys, games, books, and stuffed animals collected by Region 1-A staff for the children at the Barbara Bush Children's Hospital.*

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# Adult Community Corrections • Region 2

*By Adam Silberman, RCM*

## Holiday Giving - Adult Probation Style

Every year the three regions of Adult Probation have traditionally picked an organization, family, cause, etc. to donate to during the holiday season. This has always been done by the individual regions and it was not uncommon to have all three regions supporting different causes. During the entire year, the division as a whole took on the cause of supporting our fellow officers.

2015 hit the entire division very hard. Cancer, cancer, and some more cancer! Not only have officers fought and won against cancer, but family members of officers are also fighting the battle. Some officers had to have surgeries; children and grandchildren of officers have spent time in the hospital for serious medical issues. During all of this trying times, the division came together to support our fellow officers. From donating time and money, to covering work duties; it truly showed how much of a team the whole division of Adult Probation is.

To keep this team work going, we looked at a cause we could donate to for the holiday season as a division; a cause that would support and represent what we have been through this year. We found that cause with Barbara Bush Children's Hospital (BBCH) in Portland, ME. Not only is BBCH an amazing hospital, but they also treat every medical condition that this division has been afflicted with.

According to the BBCH website:

“Here, children receive care that’s as unique as they are. As Maine’s only full-service children’s hospital, we offer everything from well-child visits to specialized medical and surgical treatment of complex illnesses and injuries.

Children – and families – receive care that’s responsive to their unique needs. Our network of

*Continues.*



## Adult Region 2 • Continued



doctors, nurses and other medical professionals are committed to including parents and family members as part of the care team – it's what we call safe patient and family centered care.

The Barbara Bush Children's Hospital at Maine Medical Center (BBCH) is large enough to provide all the advanced specialty services and state-of-the-art technology your child may need. Yet we remain small enough to deliver intensely personalized care that's responsive to each child's – and family's – unique needs. In fact, we consider parents and family members to be integral members of each child's care team. Because that's the way pediatric healthcare should be.

But most importantly, we treat children, like children."

Throughout November and half of December individual officers went out and purchased needed items for BBCH. Some officers donated money directly to BBCH and others provided cash that I had the pleasure to go shopping with. Individual officers truly had passion about giving to BBCH, every officer supported the cause, and this highly successful donation would not have happened if it was not for every individual officer throughout the state! I, for one, truly appreciate all that everyone gave.

On December 15, 2015 Officers, and family, from all three regions delivered the donations to BBCH. We had the opportunity to tour the amazing unit and see how our donations will be used. Some of the items will be given as gifts for the holidays, others for birthday gifts throughout the year. Some will be used in the play room all year, while others will be given out in the "ouchie box." Staff advised us that our very large donation will help to bring joy, happiness, and a sense of normalcy to children all throughout the year.

Two days after our donation drop off, News Chanel 8 ran a story about a young girl in BBCH battling cancer for the second time. During the interview with this child I noticed she was playing with a yellow whoopee cushion; that happened to be one of the items we donated.

I could not be more proud of our division. We truly came together as a team to passionately support a cause we could all believe in. We know we made a difference that day and for many days to come. We also know that unfortunately many of us have, or well be, touched by BBCH so we are glad to have touched them. Thank you again to every officer in Region I, II and III and their family and friends that also contributed. I also have to thank the Prosecutorial Districts of Androscoggin, Oxford and Franklin Counties as they also generously gave donations to BBCH.



# Adult Community Corrections • Region 3

*Submitted by Patrick Delahanty*

## Toy Donation

The Region 3-A staff collected toy donations as part of a statewide adult community corrections initiative to donate to the Barbara Bush Children's Hospital. RCM Magnusson and PO Fethke represented the Region 3-A staff. The results of the donation in total were overwhelming with an exceptional outpouring of generosity from all involved.



*Officers and family from Adult Community Corrections Regions 1, 2, and 3 drop off toy donations to the Barbara Bush Children's Hospital in Portland.*



*Officers and family from Adult Community Corrections Regions 1, 2, and 3 tour the Barbara Bush Children's Hospital after dropping off donations.*

## Holiday Gathering

Region 3-A held a holiday gathering which included a potluck luncheon and an extremely competitive "Correctional Jeopardy" contest with fabulous prizes awarded as a result of the generosity of the Maine State Prison showroom. Four teams competed with the

winning team of Ruth Fethke, Don Muth, Adam Pinette and Patty Stevens collecting the first prizes selected. Two teams tied and a playoff question resulted in the team of Eric Legassie, Corey Day, David Cyr and Steve Blanchette bringing home the prize. Unfortunately for the two remaining teams the consolation prize was a performance of the "hokey pokey" (photo below) with the third place finishers singing a holiday



*The Jeopardy "losers" who had to sing and/or dance as their penance for being the two teams with lowest scores.*



song (photo above). Though very competitive everyone was a good sport and had a great time.

## Recognitions

Region 3-A handed out awards of recognition to Officers who performed above and beyond in their day-to-day job duties. The individuals recognized were Eric Legassie, John Lappin, Ruth Fethke and Corey Day. Probation Officer (PO) Legassie assisted a client who had money stolen that was to provide her children with Christmas gifts, as he reached out to a local family who has provided anonymously in the past and arranged for monies to be delivered to the family indirectly. PO

*Continues.*





## Adult Region 3 • Continued

Lappin responded to Eastern Maine Medical as requested by a client after her child had passed. PO Lappin stayed with the client until family arrived to provide support. PO Fethke followed up with a client who had recently been removed from treatment and though indications suggested this person would be fine, PO Fethke believed otherwise and the client was found to have attempted to end his life. PO Day executed the arrest of a highly dangerous client who had recently been charged with a new domestic assault, several agencies were looking for the subject when PO Day while in his state vehicle came upon the client and was able to place him into custody without incident. We are all very proud to recognize these Officers for their varied and important responses.



*(Left to right) Probation Officers Eric Legassie, John Lappin, Ruth Fethke and Corey Day were aqll recognized for going above and beyond their day-to-day job duties.*

## Lewis Chosen for Adult Community Corrections - Region 3 RCM

Scott Lewis was selected for the position of Regional Correctional Manager for Adult Community Corrections in Bangor.

Scott has worked for the Department of Corrections for 27 years beginning at the Maine State Prison in 1988, as a Corrections Officer. Scott was promoted to Sergeant in 1994, and held that rank until accepting a position of Probation Officer in 1998. Scott has proven himself to be an extremely capable and competent Probation Officer and earned a position of Field Training Officer (FTO) three years ago. In this position, Officer Lewis has honed his training and communication skills by working directly with the newly assigned field staff and through the new hire academy, while promoting the mission of the Department of Corrections. As a result of his efforts as an FTO and mentor, as well as his willingness to provide extraordinary service to the department to meet demands when necessary, Scott was recognized with a departmental commendation in 2014, as he not only assisted newer officers but additionally covered officer vacancies in the region. Scott's dedication has not gone unappreciated.



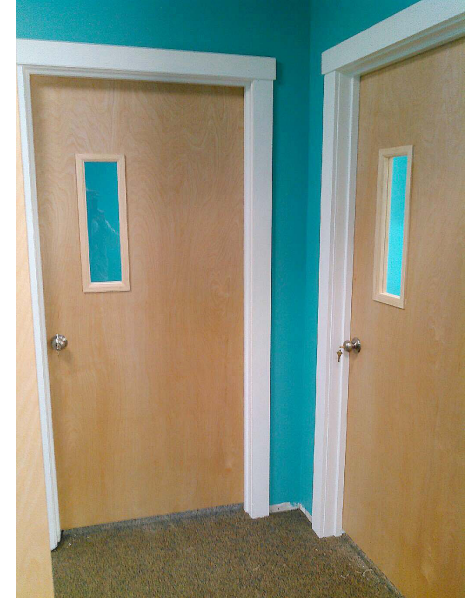
*Region 3-A Regional Correctional Manager Scott Lewis.*

Scott has served as a member of the Army Reserves since 1988, and currently holds the position of Major/Support Operations—a testament to his leadership skills.

Scott's varied experiences over the past many years in and outside the department has provided him with the necessary skills to be a successful Regional Correctional Manager.

# Region 2 • Juvenile Community Corrections

By Afton Sinclair



*Correctional Trades Instructor Phat Tran completed renovations for the Region 2-Juvenile probation office located in Damariscotta.*

## New Year, New Office

The Damariscotta office is now complete. The JCCOs moved into the beautiful new office space towards the end of December. This will benefit families by reducing the amount of reporting that needs to take place at local police departments. The office provides an area where families can feel comfortable reporting to their JCCO in a private office. There is color on the walls, which has encouraged decorating, and the office is far from appearing sterile. There is also

a large conference room space and we are lucky enough to have Jessica Peaslee to provide all the essential office functions at the new location.

## Year End Get Together

Region 2-J also had our annual Christmas party in December, following an informative LGBTQ training presented by THRIVE. This year the party was deliciously catered, which was a nice surprise. We are also excited to have welcomed JCCO Peter Griffin to the Auburn

office. The Yankee gift swap took place as usual, although it was also Jared Eaton and Anne Miller's first celebration with Region 2-J. There were beautifully homemade gifts raffled off in addition to the gift swap. It was a nice opportunity to get together as a team before the holidays and catch up with one another. We look forward to meeting our objectives in 2016!

# Region 3 • Juvenile Community Corrections

By Darrin Constant

Region 3-J held their annual Christmas party on December 17th. This year's party was a Hawaiian Christmas theme. Festivities included a potluck lunch, Yankee swap, and Hawaiian costume contest. Prizes were awarded to the "Tackiest Costume," the "Most Hawaiian," and the "Most Creative." The "Tackiest Costume" was awarded to JCCO Dan Delahanty, "Most Hawaiian" went to JCCO Val Norman, and the "Most Creative" went to the "The King" JCCO Russ McMahon.

*(Left to right) JCCO Dan Delahanty, JCCO Russ McMahon, and JCCO Val Norman.*





# Travel Reimbursement-Frequently Asked Questions

Below are a few of the most frequently asked questions regarding travel reimbursement from the [Office of the State Controller's website](#).

## Where do I find the mileage reimbursement rate?

The mileage rate is set by the collective bargaining process. One can find the rate either by reviewing the bargaining agreement or visiting [www.maine.gov/osc/travel/addtltravelinfo.shtml](http://www.maine.gov/osc/travel/addtltravelinfo.shtml).

## Is my daily commute eligible for mileage reimbursement during a holiday or weekend?

Working during hours or days that the employee is not normally scheduled to work does not entitle the employee to reimbursement for transportation mileage expenses incurred between their official residence and their official headquarters.

## How do I find out the eligible lodging rate for an area?

Lodging rates can be found either by visiting <http://www.maine.gov/osc/travel/perdiem.shtml> where the link to the GSA can be located or going to the [GSA website](#) directly.

## How do I get a lodging waiver?

Lodging Waivers can be obtained through the following:

- In excess of 110% of the maximum allowed must have prior approval in writing.
- Please contact your Department or Agency Finance Office in order to receive the proper waiver(s).
- Up to 110% of the maximum allowed does not require prior approval.
- If lodging is at the site of the

conference/seminar, there is an automatic waiver.

## What is the procedure for making large travel purchases, such as airline or hotel?

To make a large travel purchase such as airline, hotel or conference fees, the traveler must contact their travel coordinator. The travel coordinator will have access to the US Bank Travel Card to make the arrangements.

## What is my Headquarters?

Your headquarters, also known as your Official Site, is the location an employee is primarily working more than three days a week.

## What is considered a Temporary Duty Station?

A Temporary Duty Station is a location outside of the official worksite assigned by the Department or Agency head to conduct official duties on a temporary basis.

## What is the reimbursement for an extended work day?

A traveler may be reimbursed for meal expenses only after the traveler is in travel status for two hours beyond the traveler's regularly scheduled working hours for any one day. The two hours may consist of hours occurring before, after or a combination of both for the traveler's regularly scheduled working hours for the day.

Example based on an employee who begins their workday at 8:00 a.m. and ends their workday at 5:00 p.m.:

- If the employee starts workday at 6:00 a.m. and ends workday at 5:00 p.m., they are entitled to breakfast.

- If the employee starts workday at 8:00 a.m. and ends workday at 7:00 p.m., they are entitled to dinner.
- If the employee starts workday at 7:00 a.m. and ends workday at 6:00 p.m., they may combine the hours to get *either* breakfast or dinner, but not both.
- If the employee starts workday at 6:00 a.m. and ends workday at 7:00 p.m., they are entitled to *both* breakfast and dinner.

Allowed Breakfast (\$5.00) or Dinner (\$14.00) depending on time of Extended Day. Anything over \$8.00 requires a receipt.

This requirement is not applicable to the reimbursement provisions of Subsection 10.40.70 of SAAM (meals when not in travel status). Please keep in mind that an employee may not stop for a meal just to meet the two hour rule.

## Am I entitled to per diem if my travel is same day?

If an employee travels out of state for a day meeting and then returns to home/office the same day, before midnight, the employee is only entitled to the Extended Day rule (Breakfast and/or Dinner meals).

## Are board members eligible for per diem in overnight status?

Reimbursement for travel and other expenses is dependent upon the type of board, commission, or committee. Reimbursement for each member type is governed by statute [5 MRSA Chapter 379](#), Section 12002.

*Continues.*





# Travel Reimbursement continued

## Where do I send my expense vouchers?

Please contact your Department or Agency Finance Office. If you are part of a Service Center, you would send your forms to that entity. The State Controller's Office no longer approves travel vouchers.

## When do I submit expense vouchers after traveling?

A traveler must submit a substantiated Travel Expense Voucher within 30 days after the incurred expense(s) greater than \$25.00. For expenses less than \$25.00, the filing period is within 60 days.

Please note: Neither the 30 nor 60 days may cross a fiscal year. If the travel took place during the year end process, the request must be held until the new fiscal year.

## When should I expect my expense reimbursement?

Payments are processed on the Monday following a minimum of 10 business days after the receipt of a properly completed Travel Expense Voucher.

## What is the cutoff time to be reimbursed for an expense?

The request must be submitted to the agency and the traveler received reimbursement prior to the end of a fiscal year.

If the travel end date occurred more than 60 days prior to the end of the fiscal year and the original expense voucher was not submitted by the traveler, the reimbursement request will not be honored.

The exception being that the travel took place during year end, in which case the expense would be honored in the new fiscal year.

## How do I request an advance?

The traveler is to submit an Out of State Travel Advance request form to their supervisor. The supervisor is to review and approve the proposed travel and forward on to the Agency head or designee. Upon approval of the advance, the agency finance office is to process the document for payment.

The request must be approved and given to the finance office in a timely manner in order to ensure the advance payment can be processed prior to traveling.

## When should I expect my advance?

Once the travel advance has been approved by all parties, the advance will be processed no earlier than 10 days from the time of travel.

## When do I submit expenses to clear an advance?

A traveler must submit a fully itemized Travel Expense Voucher on or before the 15th day following the date in which the traveler has returned. The traveler must fully justify the expenditure(s) of any portion of the advance for legally reimbursable items on behalf of the State.

The traveler shall return any portion of the travel advance not expended to the agency at the close of the authorized travel period. The traveler is to submit the payment with a properly completed Travel Expense Voucher and may make the payment by check, or similar instrument, payable to the agency.

If the travel advance is less than or equal to the travel expenses incurred, the traveler is to submit a properly completed Travel Expense Voucher on or before the 10th day following the authorized travel period ended. The expense voucher is to contain an itemization of expenditures and is to

indicate the net amount, if any, due the traveler. The agency is to process the expense voucher and reimburse the traveler for any additional amount due.

## How do I set myself up as a vendor on the Advantage system in order to receive travel reimbursements?

In order to receive payment, the traveler/employee must be set up on the Advantage accounting system. To do this, go to <http://www.maine.gov/osc/forms/index.shtml> to print off the Vendor Activation Form. After completing the form, forward on to your finance office for entry. Please allow time for processing. If you believe you are already on the system, but do not know your Vendor Code, please contact either your finance office or OSC.

## What if my itinerary changes while I'm traveling?

The traveler must contact the agency as soon as possible to discuss arrangements. Per SAAM, 10.50.70, changes must be authorized and with receipts in order to receive reimbursement. Whenever possible, the traveler is to pay the added cost using a State credit card. If the traveler does not have access to State credit card, the traveler may pay for the added cost from their personal financial resources. All receipts are to be attached to the Travel Expense Voucher.

## What qualifies as a receipt?

A receipt must contain the following items in order for an agency to properly do their due diligence.

- Name of Entity/Business
- Date of transaction
- Time of transaction
- Amount of transaction
- Itemized detail or description of transaction



# Holiday Stitching at Mountain View



*Inmates at Mountain View had a great time learning the art of card stitching. Office Associate Michelle Lamson taught several class prior to Christmas and many of the inmates made cards to send to their loved ones.*

## Employee Service Anniversaries for the months of November/December

### Facility Key

CO - Central Office  
CCF - Charleston Correctional Facility  
DAFS - Department of Administrative & Financial Services  
DCF - Downeast Correctional Facility  
LCYDC - Long Creek Youth Development Center  
MCC - Maine Correctional Center  
MSP - Maine State Prison  
MVYDC - Mountain View Youth Development Center  
R1-A - Region 1 Adult (R2-A, R3-A)  
R1-J - Region 1 Juvenile (R2-J, R3-J)  
SMRC - Southern Maine Re-entry Center

The anniversary dates below are the “longevity” date provided by the Human Resources office. The longevity date is an employee’s most recent date of hire with no breaks in service/ state employment. In the past, the employee’s original hire date was used, however this date doesn’t accurately depict an employee’s actual time working for state government on a continuous basis. The Department uses the longevity date when recognizing years of service each year. Please note that this date may differ from the date used to calculate vacation benefits. Please contact your payroll contact person with any questions.

### 5 Years

Julie A Bjelko .....R3-J  
Joseph P Fagone.....LCYDC  
Wendy Kellman .....SMRC  
Jennifer Lanphier.....DAFS  
Rosa M Tucker.....DCF

### 15 Years

Corey E Day ..... R3-A  
William C Deguisto.....MSP  
Scott Janosik.....LCYDC  
Tadd R Longtin .....MSP  
Susan J Webber..... R1-A  
Sue E Wiechman ..... R1-A

### More Than 25 Years

Jody Breton (1988)..... CO  
David M Daniels (1985).....DCF  
Willard E Goodwin (1981) ..... CO  
Edward G Mayer Jr. (1985) .....MSP  
Priscilla G McLellan (1985).....MV  
Kevin G Millay (1985).....DCF

### 10 Years

Darrell S Daniels .....DCF  
Michael P Simpson .....MCC





# Groundbreaking for New Women's Reentry Center in Windham

The Maine Department of Corrections broke ground on November 23rd for a new Women's Reentry Center in Windham. Once completed, the new 72-bed facility will house minimum and community female inmates. The facility will be located on the River Road in Windham, just down the hill from the Maine Correctional Center. The new facility will replace the currently leased space in Alfred, Maine. The goal of the new facility will be to provide release preparation to women in the last years of their sentences, allowing them to transition successfully to the community.

The architect/engineer firm is SMRT Architects and Engineers from Portland, Maine and the contractor is Landry/French Construction of Scarborough, Maine.



*Construction begins on the new MDOC women's facility.*



*(Left to right) Maine Correctional Center Warden Scott Landry, MDOC Commissioner Fitzpatrick, Senator Bill Diamond, Director of Operations Gary LaPlante, Denis Landry (Landry/French Construction), Janet Hansen (SMRT) and Graham Vickers (SMRT).*

